

Business Standards

partridge **Peartree**

the promotional company

Business Standards

Our Standards of Business Conduct express the high standards of business integrity that we require from our employees. They are based on our beliefs and values and underpin our commitment to honesty, integrity and transparency by applying those principles to the specific situations that arise in our day-to-day business life.

Compliance with the law is necessary, but not sufficient on its own. The Standards are intended to support all of us in ensuring, not only that our conduct remains lawful, but also that it is in line with the high standards that we expect of ourselves. They do this by making clear the rules that govern our business conduct and by providing guidance to help us to make appropriate judgments and decisions in the course of our work. They are applicable to all Partridge employees without exception. Everyone in Partridge Peartree is responsible for upholding their requirements. Failure to observe the Standards is a cause for disciplinary action, which could involve dismissal.

We want an open culture where people feel secure in seeking advice or in raising concerns. If you are unsure of what to do in particular circumstances or have concerns about suspected wrongdoing at work, then you have an obligation to speak up. Our whistleblowing policy and procedures enable you to do so in confidence and without fear of punishment, provided that you act in good faith. Our Standards of Business Conduct have been in place for

many years and are kept under review to ensure that they remain at the forefront of best business practice. This latest version has been revised to reflect the latest developments and issues affecting corporate conduct and values. In particular, it takes into account the provisions of the UK Bribery Act 2010, which came into force in July 2011, and the guidance issued by the UK government under that Act. It is completely unacceptable for Partridge Peartree and employees to be involved or implicated in any way in corrupt practices.

We all have a personal responsibility to uphold the standards that we set for ourselves and to act in ways that maintain and improve the reputation of the Partridge Peartree. It is important therefore that we all take the time to ensure that we know what is expected of us and that we live up to that expectation both in what we say and in what we do. By following the letter and the spirit of the Standards of Business Conduct, we can all help to ensure that Partridge Peartree continues to be an organisation which not only delivers excellent financial returns, but is also one for which we are proud to work.

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