



## **Code of Business Ethics**

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## **Smet Building Products Ltd. Code of Business Ethics**

### Introduction

A code of ethics in business is a set of guiding principles intended to ensure a business and its employees act with honesty and integrity in all facets of its day-to-day operations and to only engage in acts that promote a benefit to society.

### 1.0 Ethics

Smet Building products Ltd will always conduct our own services honestly and honorably, and we expect our clients and suppliers to do the same. Our advice, strategic assistance and the methods imparted take proper account of ethical considerations, together with the protection and enhancement of the moral position of our clients and suppliers.

### 2.0 Confidentiality

Smet Building products Ltd are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past clients, both in terms of normal commercial confidentiality, and the protection of all personal information received in the course of providing the business services concerned. We extend the same standards to all our customers, suppliers and associates.

### 3.0 Duty of care

Smet Building products Ltd.'s actions and advice will always conform to relevant law, and we believe that all businesses and organizations should avoid causing any adverse effect on the human rights of people in the organizations we deal with, the local and wider environments, and the well-being of society at large.



#### 4.0 Prices

Our prices are always competitive for what we provide, which are high quality products and expert technical advice. As such we do not generally offer arbitrary discounts. That said however we will always try to propose solutions which accommodate our clients' available budgets and timescales. We will agree our rates and schedule of additional charges clearly in advance, so that we and our clients can plan reliably for what lies ahead, and how it is to be achieved and financially justified.

#### 5.0 Payment

Smet Building products Ltd aim to be as flexible as possible in the way that our services are charged. However, we reserve the right to charge interest on late payments, so we expect payments to be made when agreed. Our terms are generally net monthly in arrears.

#### 6.0 Intellectual property and moral rights

Smet Building products Ltd retains the moral rights in, and ownership of, all intellectual property that we create unless agreed otherwise in advance with our clients. In return we respect the moral and intellectual copyright vested in our clients' intellectual property.

#### 7.0 Quality Assurance

Smet Building products Ltd maintains the quality of what we do through constant ongoing review with our clients, of all aims, activities, outcomes and the cost-effectiveness of every activity. We encourage regular review meetings and provide regular progress reports. Smet Building products Ltd has been accredited under a number of quality assurance schemes. Further details are available on request.

#### 8.0 Professional conduct

Smet Building products Ltd conducts all of our activities professionally and with integrity. We take great care to be completely objective in our judgments and any recommendations that we give, so that issues are never influenced by anything other than the best and proper interests of our clients.

#### 9.0 Equality and discrimination

We always strive to be fair and objective in our advice and actions, and we are never influenced in our decisions, actions or recommendations by issues of gender, race, creed, color, age or personal disability.

The Company's Directors accept their overall responsibility to operate an ethical business and by signing this, they commit to a process of continuous improvement of our performance by ensuring the availability of all resources, necessary to adhere to these codes.

Signed:

Date: 28<sup>th</sup> September 2022

Managing Director

**Review Annually**
