

Taylor Hopkinson - Code of Conduct

Contractor

At Taylor Hopkinson we are committed to operating ethically, professionally, inclusively and with respect. We ask contractors of all Taylor Hopkinson Powered By Brunel legal entities, both domestic and foreign, to adhere to the following standards and values:

- Act in a manner that avoids unlawful discrimination and promotes inclusivity at all times.
- Never act in a manner that is intimidating or constitutes a misuse of authority.
- Never act in a manner that puts yourself, others, Taylor Hopkinson, the client or the project at health, safety, financial or reputational risk.
- Demonstrate integrity, collaboration, a passion for people, and a results-driven approach in all professional interactions.
- Adhere to all reasonable instructions from management.
- Familiarise yourself with the client's health and safety procedures, consistently follow them, and ensure that safety equipment and attire are used where required.
- Follow all relevant client policies and procedures to maintain a cohesive and efficient work environment.
- Display professionalism and courtesy in all interactions.
- Notify both the client and Taylor Hopkinson immediately of any accidents, regardless of severity.
- Take responsibility for the safety of personal possessions while on client or Taylor Hopkinson premises by keeping them secure.
- Adhere to all contractual terms and conditions.
- Raise any concerns about any issues or suspected malpractice using the appropriate channels.

The Taylor Hopkinson Operations team holds overall and final responsibility for adherence to this policy. Contractors hold day-to-day responsibility for ensuring this policy is put into practice.

Non-compliance with this Code of Conduct can result in disciplinary action up to and including termination of contract.

To ensure continuous improvement, this policy is regularly reviewed by our Senior Management Team and any changes communicated to the relevant parties.