



ASTRAL LIMITED

**CODE OF CONDUCT &
ETHICS POLICY**

Reviewed: January 2026
Next Review: January 2027

Code of Conduct & Ethics Policy

1. Purpose

The purpose of this Code of Conduct & Ethics Policy is to outline the standards of behaviour expected from all employees, directors, contractors, and representatives of **Astral Limited** ("the Company").

Astral is committed to operating with professionalism, integrity and respect—upholding the highest standards in all business activities, client interactions, and community engagement.

This policy supports our compliance with legal requirements, industry standards, tender commitments, and our organisational values.

2. Scope

This policy applies to:

- All employees (permanent, temporary, agency)
- Directors and senior management
- Contractors, subcontractors, and consultants
- Any person representing Astral Limited in a professional capacity

3. Our Core Principles

3.1 Integrity

All staff must conduct themselves honestly, transparently, and ethically in all business activities.

We do not tolerate bribery, corruption, fraud, deception, or unethical behaviour of any kind.

3.2 Professionalism

Employees are expected to maintain a high level of professionalism at all times, including:

- Respect for clients, colleagues, and the public
- Delivering work to a high standard
- Adhering to company procedures and statutory requirements

3.3 Respect & Inclusion

Astral is committed to equality, diversity, and inclusion.

Discrimination, harassment, bullying, or victimisation will not be tolerated.

3.4 Health, Safety & Wellbeing

Everyone is responsible for maintaining a safe working environment. Staff must follow all H&S guidance, report hazards, and act responsibly on worksites and client premises.

3.5 Environmental Responsibility

We expect staff to support our environmental commitments, including waste reduction, efficient resource use, and following our Environmental Policy and Carbon Reduction Plan.

4. Expected Standards of Behaviour

4.1 Compliance with Laws & Regulations

All employees must comply with:

- UK legislation relevant to their role
- Industry regulations
- Health & safety laws
- Data protection (GDPR)

4.2 Confidentiality & Data Protection

Employees must protect confidential information relating to:

- Clients
- Employees
- Business operations
- Personal data

Information must only be used for legitimate business purposes.

4.3 Conflicts of Interest

Staff must avoid situations where personal interests' conflict with company interests. Any real or potential conflict must be declared to management immediately.

4.4 Use of Company Property & Resources

Company assets, tools, vehicles, equipment, and IT systems must be used appropriately and safely.

Unauthorised use, misuse, or damage may result in disciplinary action.

4.5 Acceptable Conduct Onsite & In Public

Employees representing Astral Limited must:

- Behave courteously and respectfully
- Use appropriate language
- Respect client property and public spaces
- Maintain a clean and tidy working environment

4.6 Substance Misuse

Alcohol or illegal drug use during working hours or on company sites is strictly prohibited in accordance with our Drug & Alcohol Policy.

5. Ethical Business Practices

5.1 Anti-Bribery & Corruption

Astral has a zero-tolerance approach to bribery.
Employees must not: tolerance approach to bribery.

- Offer or receive bribes
- Accept gifts or hospitality that could influence decisions
- Engage in corrupt practices

5.2 Fair Competition

We compete fairly and honestly and never engage in anticompetitive behaviour or improper collaboration with competitors.

5.3 Modern Slavery & Human Rights

Astral is committed to preventing modern slavery and ensuring fair treatment throughout our operations and supply chain.

6. Responsibilities

6.1 Employees

Every employee is responsible for:

- Understanding and following this policy
- Reporting any breaches or concerns
- Maintaining high standards of ethical behaviour

6.2 Managers & Supervisors

Managers must:

- Lead by example
- Support staff in understanding their responsibilities
- Address misconduct promptly
- Ensure contractors and suppliers meet our standards

6.3 Contractors & Suppliers

External partners are expected to work in line with this Code and may be removed from contracts if they fail to do so.

7. Reporting Concerns

Astral encourages a culture where employees feel safe to raise concerns. Reports can be made confidentially via:

- Line Manager
- Senior Management
- In accordance with our Whistleblowing Policy

All reports will be investigated fairly and proportionately.

Retaliation against anyone who raises a genuine concern will not be tolerated.

8. Breaches of the Code

Any violation of this policy may result in:

- Informal or formal disciplinary action
- Contract termination (for contractors)
- Legal action if appropriate

9. Review of Policy

This policy will be reviewed:

- Annually,
- After significant legislative or operational changes, or
- Following any incident that highlights the need for revision.

Signed:



Managing Director

Date: 05/01/2026