



## **CODE OF ETHICS:**

We conduct our business according to the highest ethical standards and will comply with the following:

- We shall provide a healthy and safe working environment and shall provide clean and pleasant working conditions for our staff, with up-to-date equipment and facilities.
- Members of staff must behave at all times with honesty and integrity in all their dealings with their customers, suppliers and the general public and shall maintain a high standard of service, trade fairly and responsibly and shall not conduct their business in any manner that would bring the company into disrepute.
- We are firmly committed to providing equal opportunity in all aspects of employment and will not tolerate any illegal discrimination or harassment based on race, colour, religion, sex, national origin or any other protected class. Furthermore, we shall protect our employees from abuse and harassment.
- We shall treat our customers with fairness and honesty. We shall ensure that quotations and invoices are clear, accurate and consistent.
- We are committed to free and fair competition. We shall not make any agreement with a competitor which prevents, restricts or distorts competition.
- Employees must not disclose any conflict of interest regard their position within the Company and avoid any outside financial interest that might influence their work, company decisions or actions.
- We shall not offer or receive bribes or other such facilitating payments for the purpose of obtaining or retaining business.
- The business of the Company must be conducted in compliance with all applicable laws, rules and regulations of both Ireland and appropriate overseas county.
- Claims / complaints received from customers are dealt with in a fair and equitable manner - we take every complaint we receive very seriously and work with our customers to deal with them quickly and in a satisfactory way. Should the complaint arise during the move, the crew are instructed to advise the customer that the matter will be reported to the office so that corrective action can be taken.

*This code will be communicated to all staff*