



## **POL- 08 Code of Conduct**

### **Introduction**

BFS Enterprise (Fabrications) Ltd (BFS) expects all their personnel to conduct themselves with the utmost integrity at all times in respect to all its business dealings. Bribery is not only a criminal offence it also goes against the grain of the founders of this business and current executives.

### **General**

The company is committed to ensuring they obtain all their business in a fair and honest manner by providing their customers with service, quality and delivery they find hard to resist.

The business understands that during their interaction with customers relationships develop which is part and parcel of human nature and business in general.

The key factor having developed these relationships is to ensure they remain within fixed boundaries of both fair and ethical proportions. Everyone is expected to conduct business honestly.

The business does have a limited amount of funds allocated to corporate entertaining. However this budget is restricted and focused on providing hospitality within the local community, such as supporting football, rugby, golf and enjoying fishing within the Fantastic River and lakes complexes of the Norfolk broads. This results in a very modest but highly rewarding theme to corporate hospitality.

Hospitality gifts are restricted to day to day use products in BFS livery such as; calendars, diaries and post it pads.

### **Summary**

Not only is bribery against the law it most certainly goes against the grain and culture established with BFS over 30 years ago.

BFS will continue to enjoy entertaining their clients in the local community, within the strict and very modest boundaries of our marketing budget.

Signed                     *Martin Spence*

Position                     Managing Director

Date                     01/09/2017

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