



# CODE OF CONDUCT

Defining The Standards of Conduct  
Required of All Employees.

Employees are required, without question, to follow all legitimate instructions given by their manager, or designated deputy. Employees must never take a course of action that might prejudice the company's reputation interests.

## Business Ethics

Sematron UK Ltd believes in the letter and the spirit of the law and totally supports the principle of honest and honourable behaviour in all business relationships with customers, suppliers, employees, contractors, competitors and members of the public. It is the responsibility of every employee for keeping the organisation beyond reproach and for setting an example in behaviour and attitude. This is applicable during the continuance of your employment and afterwards.

## Bribery

Bribery is an inducement or reward offered, promised or provided to gain personal, commercial regulatory or contractual advantage. The Bribery Act 2010 makes it an offence to offer, promise or give a bribe. Sematron are committed to the prevention of bribery and all forms of corruption. We have a reputation for acting with integrity, transparency and honesty and recognise the importance of maintaining our reputation and the confidence of our Business partners. We require that all staff, including those permanently employed, temporary agency staff and contractors act honestly and with integrity at all times and to safeguard the organisation's resources for which they are responsible

## Confidential Information

The employee will not at any time during the continuation of his employment, or thereafter, divulge to any third party any confidential information concerning the business or affairs of the Company or the Company's clients and will not derive any financial or other benefit from contracts or transactions made by the Company. Further, the employee will not derive any profit or personal gain from such information. It is the employee's responsibility to ensure that information obtained through the Company, regarding the Company, our suppliers and customers, be kept secure at all times

## Data Protection Act (DPA) 1998

Data about our customer's employees is personal data as defined by the above Act, as is information we hold on our employees. It is the responsibility of each employee to keep all such data confidential to ensure that it reflects changing needs and circumstances.

---



# CODE OF CONDUCT

Defining The Standards of Conduct  
Required of All Employees.

## Equal Opportunities

Milexia UK is committed to providing equal opportunities for all persons. This applies to recruitment, training, promotion and all aspects of employment. Sematron opposes any form of discrimination which is based on attitudes be it direct or indirect. Employees at all levels are expected to co-operate to make this policy effective, and managers are responsible for ensuring that everyone within their sphere of authority acts accordingly.

## Health and Safety

The Health and Safety at Work etc. Act 1974 requires all employers to ensure, so as far as reasonably practicable, the health, safety and welfare at work of all employees.

Accidents, injuries, dangerous occurrences or ill health which occurs whilst at work or because of the work process must be reported as per the company procedure.

John O'Brien  
Managing Director Milexia UK

April 2020

---

Milexia UK seek to undertake to discharge our duties and exercise diligence to be compliant to legislation and voluntary standards for Health and Safety: HEALTH & SAFETY AT WORK ACT 1974 - The Health and Safety at Work etc. Act 1974, also referred to as HASAW or HSW, is the primary piece of legislation covering occupational health and safety in the United Kingdom.

OHSAS 18001:2007

The OHSAS 18001 international standard relates to Workplace Health and Safety Systems and is designed to help organisations ensure they meet the requirements of legislation through adopting best practice and continual improvement initiatives. Sematron has a comprehensive and robust system that is constantly reviewed and is written to meet the requirements of OHSAS 18001:2007 which is audited by a third party consultancy to ensure that it meets the very latest legal requirements.