CODE OF CONDUCT POLICY

This policy statement is provided for Collins Construction Ltd (Collins).

INTRODUCTION

At Collins, we are dedicated to upholding the highest standards of integrity and professionalism across our company. This Code of Conduct defines the expected behaviours of all individuals working for or on behalf of Collins, ensuring respectful and professional interactions with colleagues, clients, and stakeholders while conducting company business.

This policy document is to be read in conjunction with our Sexual Harassment and Bullying Policy (Ref: HR-PO-002); and the Whistleblowing Policy EN-PO-009).

GENERAL BEHAVIOURAL EXPECTATIONS

Professionalism

Employees and all those working and acting on behalf of Collins are expected to always conduct themselves in a professional manner. This includes, but is not limited to, appropriate dress, language, and demeanor.

Respect and Courtesy

Employees and all individuals working or acting on behalf of Collins Construction are expected to treat colleagues, clients, and all other stakeholders with respect and courtesy. Discrimination of any kind, harassment (including sexual harassment), or any form of bullying will not be tolerated. Collins takes all complaints regarding behaviour that undermines an individual's dignity and respect seriously and will take appropriate action to address such matters.

Safety and Compliance

Adherence to company safety protocols and statutory regulations is mandatory. Employees and all those working and acting on behalf of Collins must comply with all health and safety guidelines and report any hazards or incidents to management.

Confidentiality

Employees and all those working and acting on behalf of Collins must respect the confidentiality of information entrusted to them by Collins or our clients, except when authorised or legally required to disclose such information.

Conflict of Interest

Employees and all those working and acting on behalf of Collins should avoid any activities or associations that could conflict with their responsibilities to Collins or compromise our professional integrity.

Substance Abuse

The use of illegal drugs or alcohol during work hours or in the workplace is strictly forbidden. Impairment at work due to substance abuse will not be tolerated.

EXPECTATIONS FOR COMPANY EVENTS & OUT OF HOURS

Conduct at Events

When attending out-of-hours or company events, employees and all those working and acting on behalf of Collins represent Collins and should conduct themselves appropriately. This includes adherence to all the general behavioural expectations listed above.

Alcohol Consumption

If alcohol is available at an event organised by Collins, our clients or subcontractors, it should be consumed responsibly. Employees and all those working and acting on behalf of Collins are expected to avoid excessive drinking and behaviour that could lead to harm or embarrassment to themselves or others.

Social Media

Employees and all those working and acting on behalf of Collins should be mindful of their social media presence and avoid posting content that could negatively impact the Collins' image and reputation.

Collins Construction Ltd

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HARASSMENT AND DISCRIMINATION (INCLUDING THIRD-PARTY SEXUAL HARASSMENT)

Collins strictly prohibits sexual harassment of any kind. Inappropriate behaviour or comments will not be tolerated; and will be fully investigated and appropriate actions taken. This includes behaviours towards employees and third parties.

As a Collins employee or a representative working/acting on behalf of Collins, you may encounter individuals outside of our workforce, such as clients, suppliers, members of the public on our premises, or attendees at company-hosted events. If you experience sexual harassment from any of these individuals in connection with your work, it is considered third-party sexual harassment and will be investigated fully.

Employees are encouraged to report any misconduct or violations of this Code of Conduct. This applies whether you are a victim of alleged misconduct or if you witness misconduct. Reports can be made on Plexus using the “Report A Concern” feature, or to your line manager, HR or a Board Director. The Collins Board takes all such complaints very seriously and all reports will be investigated thoroughly.

DISCIPLINARY ACTION

Any breach of this policy will be treated seriously and may result in disciplinary action, up to and including dismissal for gross misconduct, in accordance with the Company's Disciplinary Procedure. Breaches by contractors or other third parties may result in appropriate contractual action, including termination of their engagement.

Bullying, harassment, victimisation or any other detrimental treatment of an individual who raises a genuine concern or participates in an investigation will not be tolerated and may also result in disciplinary action.

Where an allegation is found to have been made deliberately falsely or maliciously, this may constitute misconduct and will be dealt with in accordance with the Company's Disciplinary Procedure. An allegation that is not substantiated will not, in itself, be considered malicious.

MONITORING AND REVIEW

To assess the effectiveness of this policy and its associated procedures, records will be maintained of reported breaches of the Code of Conduct, investigations undertaken and any resulting actions. Strict confidentiality will be maintained, and all information will be managed in accordance with applicable data protection legislation.

This policy will be reviewed in line with annual policy reviews, or earlier where required due to legislative changes, reported concerns or identified opportunities for improvement.



Jason Warren
Managing Director
October 2026

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