



PriorityWaste[®]

Your waste is our priority

PRIORITY WASTE – CODE OF CONDUCT POLICY

Version: 3.0

Issued: 28/10/25

Next Review: 28/10/26

Approved By: Gary Cronnolley – Compliance & Sales Director

1. Purpose

The purpose of this Code of Conduct is to set clear standards of professional behaviour expected from all employees, contractors and representatives of Priority Waste. It ensures a safe, respectful and lawful working environment that protects our staff, customers, suppliers and the reputation of the Company.

2. Scope

This policy applies to:

- All employees (permanent, temporary, agency)
 - Contractors and consultants representing the Company
 - Behaviour on Company premises, customer sites and during off-site work
 - Conduct at Company-organised events and while travelling for work
-

3. General Standards of Behaviour

3.1 Employees must act with honesty, integrity, professionalism and courtesy at all times.

3.2 All staff must follow Company policies, procedures and instructions issued by management.

3.3 Employees must not act in a way that could bring the Company into disrepute, whether inside or outside work.

3.4 All staff must take reasonable care of their own health and safety and that of others.

4. Respect & Professionalism

Employees must:

- Treat colleagues, customers, suppliers and visitors with respect
- Avoid behaviour that could be considered bullying, harassment or discriminatory
- Communicate professionally at all times
- Report inappropriate or unsafe behaviour immediately

Offensive, abusive or threatening conduct will not be tolerated.

5. Attendance, Timekeeping & Reliability

Employees must:

- Attend work punctually and regularly
- Follow sickness and absence reporting procedures
- Meet deadlines and complete tasks to expected standards
- Notify management promptly of any issues affecting attendance or performance

6. Confidentiality & Data Protection

Employees must:

- Protect confidential information at all times
- Only access information required for their job
- Comply with the Company's Data Protection, IT and Communications policies
- Not disclose confidential information to unauthorised persons
- Follow GDPR and internal security requirements

Unauthorised disclosure may result in disciplinary action.

7. Use of Company Equipment & Facilities

Employees must:

- Use Company equipment responsibly
- Protect Company property from damage, loss or misuse
- Not use vehicles, computers or machinery unless authorised
- Comply with safety instructions and training
- Not use Company resources for personal gain

8. Health, Safety & Environment

Employees must:

- Follow all health and safety procedures
- Use PPE as required
- Report hazards, incidents, accidents or near misses immediately
- Operate machinery and vehicles safely and only if trained
- Cooperate with audits, inspections and compliance checks

Safety breaches may result in disciplinary action.

9. Conduct on Customer or Supplier Sites

Employees must:

- Follow site rules and instructions
- Behave professionally and respectfully
- Wear required PPE at all times
- Report any site issues, hazards or customer concerns
- Protect the Company's reputation through professional behaviour

10. Alcohol, Drugs & Fitness for Work

Employees must:

- Not attend work under the influence of alcohol or drugs
- Comply with the Company's Alcohol & Drugs Policy
- Report prescribed medication that may affect safety
- Never consume alcohol or drugs on Company premises or during working hours (except where authorised at Company events)

11. Conflicts of Interest

Employees must avoid situations where personal interests interfere with Company duties.

Any potential conflict must be disclosed to management immediately.

Examples include:

- Personal relationships affecting work decisions
- Secondary employment that conflicts with Company duties
- Gifts or hospitality from suppliers that could influence judgement

12. Bribery, Fraud & Corruption

The Company has zero tolerance for:

- Bribery or accepting bribes
- Fraud, theft or dishonesty
- Falsifying documents, expenses or records

All employees must comply with the Bribery Act 2010 and Company procedures.

13. Social Media & External Communications

Employees must:

- Follow the Communications & Social Media Policy
- Not post content that damages the Company's reputation
- Not speak to the media without authorisation
- Keep business matters private

14. Company Image & Dress Code

Employees must:

- Present themselves professionally
- Follow the Dress Code & Appearance Policy
- Wear issued uniform and PPE where required
- Maintain good personal hygiene

15. Reporting Concerns

Employees must report:

- Policy breaches
- Safety concerns

- Misconduct
- Confidentiality issues
- Harassment or bullying

Reports should be made to management or the Compliance & Sales Director.

The Company will not tolerate retaliation against anyone who raises concerns in good faith.

16. Disciplinary Action

Failure to comply with this Code of Conduct may lead to disciplinary action up to and including dismissal.

Serious breaches—such as harassment, theft, fraud, violence or illegal activity—may result in summary dismissal.

17. Review

This policy will be reviewed annually or earlier if required due to:

- Legislation changes
- Operational changes
- Incident findings
- Management instruction

18. Acknowledgement

All employees must read and understand this policy and follow the PPE requirements at all times.

Signed: 
Gary Cronnolley
Compliance & Sales Director
Priority Waste Limited

Date: 28th October 2025