

# Code of Conduct

**STAR Group** is committed to ensuring workplace participants contribute to the success of our organisation and that of our clients. Furthermore, our workplace participants have an obligation to the business, our Clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine workplace participant and client trust.

## Application

This Policy applies to employees and third parties, including contractors, subcontractors (including temporary subcontractors) and customers and agents (including suppliers, manufacturers, designers and importers) that work for the Star Group, collectively referred to in this Policy as 'workplace participants'.

## What will you do?

- Act and maintain a high standard of integrity and professionalism in all areas of our business dealings
- Exercise equality, courtesy, respect, consideration and sensitivity in dealing with other workplace participants
- Support workplace diversity and not tolerate any form of discrimination, including harassment or bullying, or sexual misconduct
- Be responsible and scrupulous in the proper use of Star Group confidential information, funds, equipment and facilities
- Be considerate and respectful of the workplace environment
- Comply with relevant laws.
- Avoid apparent conflict of interests and promptly disclose any interest which may

constitute a conflict of interest to a Star Group senior manager

- Promote the interests of Star Group and do not act contrary and unethical towards the business
- Perform duties and responsibilities with skill, integrity, care and diligence
- Abide by all Star Group policies, standards, practices, guidelines, procedures and lawful directions at all times
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts. Under no circumstances may workplace participants offer or accept money, gifts or other offerings in return for a business transaction; and
- Raise a complaint or disclose an alleged breach of this Code in good faith and follow the correct reporting procedure. All reports will be dealt with in a timely and confidential manner.

## What is expected of you?

Star Group expects cooperation from all workplace participants in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.



**CHRIS MULVEY**

GROUP MANAGING DIRECTOR

01 July 2021