

Code of conduct and ethics (UK)

OPENING STATEMENT

- To supply customers with high quality products on a consistent basis.
- To keep to an attractive yet uncomplicated product range.
- To have a highly motivated well trained workforce who can cope with the seasonal demands of the market.
- To work within tight margins but be profitable and to remain a reliable supplier.
- To reduce risk for ourselves and to you as a customer.

1. ABOUT THIS CODE OF CONDUCT AND ETHICS

1.1 The purpose of this code of conduct and ethics (Code) is to:

- Explain Florna Plants Limited's values and how they relate both to our day-to-day work and the key ethical issues Florna Plants Limited faces.
- Provide information and guidance in relation to:
 - how we should conduct ourselves when carrying out Florna Plants Limited's business; and;
 - [ETHICAL ISSUES].
- set out our responsibilities in relation to [ETHICAL ISSUES].

2. WHO THIS CODE APPLIES TO

2.1 This Code applies to all persons working for Florna Plants Ltd, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns and individual temporary or fixed term contractors, wherever located.

2.2 This Code does not form part of any contract of employment or contract to provide services and we may amend it at any time

3. RESPONSIBILITY FOR THE CODE

3.1 The board of directors has overall responsibility for ensuring the Code complies with our legal and ethical obligations, and that all those under our control comply with it.

3.2 The Managing Director has primary and day-to-day responsibility for implementing this Code, monitoring its use and effectiveness, dealing with any queries about it and auditing internal control systems and procedures to ensure they are effective in managing ethics and conduct on behalf of Florna Plants Limited.

3.3 Management at all levels are responsible for ensuring those reporting to them understand and comply with this Code and are given adequate and regular training on it and the issues covered by it.

3.4 You are invited to comment on this Code and suggest ways in which it might be improved. Comments, suggestions and queries are encouraged and should be addressed to the [ROLE AND CONTACT DETAILS].

4. WORKPLACE ENVIRONMENT

4.1 DIVERSITY, EQUITY AND INCLUSION

Refer to Florna Plant's Limited Handbook

4.2 DISCRIMINATION, HARASSMENT AND BULLYING

Refer to Florna Plant's Limited Handbook

4.3 HEALTH AND SAFETY

Refer to Florna Plant's Limited Handbook

4.4 WORKPLACE VIOLENCE

Refer to Florna Plant's Limited Handbook

4.5 DRUGS AND ALCOHOL

Refer to Florna Plant's Limited Handbook

5. BUSINESS PRACTICES

5.1 BRIBERY AND CORRUPTION

Refer to Florna Plant's Limited Handbook

5.2 SLAVERY, HUMAN TRAFFICKING AND CHILD LABOUR

Refer to Florna Plant's Limited Policy

5.3 ENVIRONMENTAL OPERATIONAL COMPLIANCE

Refer to Florna Plant's Limited Policy

6. COMPANY ASSETS AND INFORMATION

6.1 DATA PROTECTION

Refer to Florna Plant's Limited Handbook

6.2 SOCIAL MEDIA

Refer to Florna Plant's Limited Handbook

7. YOUR RESPONSIBILITIES

7.1 You must ensure that you read, understand and comply with this Code.

7.2 You must also:

- Notify your manager OR the compliance manager as soon as possible if you believe or suspect that a breach of this Code has occurred or may occur in the future.
- Co-operate with any investigation that Florna Plants Ltd undertakes.
- Seek help or advice from Managing Director/HR Manager if you have questions about any aspects of the Code.
- Understand and comply with specific laws and regulations that apply to your specific role.
- Complete any mandatory associated training that is offered to you.

8. CONSEQUENCES OF FAILURE TO COMPLY

1.1 Disciplinary action, up to and including termination and/or legal proceedings, may result from any failure to comply with:

- The Code.
- Applicable laws, rules or regulations.
- Any other Florna Plants Limited's policy or the staff handbook.

9. PROCESS FOR REVIEW

9.1 This Code will be reviewed annually or as required following:

- Any legislative changes or changes to industry guidance that may impact on it
- Any changes to other associated internal policies, processes or procedures.
- Any breach or other incident relating to the issues addressed in this Code.