Payroll Giving in Action Ltd Ethics Statement

Payroll Giving in Action Ltd expects and demands that all of its employees, any contractors and its Directors carry out their business and perform their duties to the highest ethical standards and in compliance with all relevant legal principles. This standard of behaviour and performance is maintained in the company's dealings with employees, customers, suppliers and all other stakeholders.

General Principles

The company and its employees will at all times demonstrate the highest levels of integrity, truthfulness, and honesty in order to uphold both personal and corporate reputations and to inspire confidence and trust in their respective actions. The company will conduct its business in a competent, fair, impartial, and efficient manner.

Health and Safety

The company is committed to providing a safe and healthy working environment for all of its employees both on and off its sites. There is a programme of regular health and safety audits and safety training. The company applies its standards to all visitors to its sites.

Employees

All employees are treated with dignity and respect with equal employment opportunities given to all irrespective of their race, religion, gender, sexual orientation, maternity, marital status, family status, disability, age, or national origin. Employees are offered a safe and healthy workplace and the company will not tolerate any form of harassment.

Customers

The company will take all reasonable care to avoid misleading statements, concealment, and overstatement in all of its advertising and public statements. It will seek to build long term partnerships with its customers by being honest and straightforward in its dealings at all times. It will respect the confidentiality of any information it may obtain in relation to its customers.

Suppliers

Suppliers will be chosen on the basis of factors such as price, quality, delivery, service, and integrity. The company's choice of suppliers will be made objectively. Honesty and openness will be paramount in the company's dealings with its suppliers.

Competitors

The company will build its reputation on the basis of its performance alone. It will compete vigorously and lawfully and will not compete unfairly with others. It will not seek to damage the reputation of its competitors either directly or by implication.

Confidentiality

Employees must respect the confidentiality of information entrusted to them by the company, clients, and colleagues. This includes but is not limited to proprietary information, customer data, and internal business strategies.

Conflict of Interest

Employees must avoid situations that may create a conflict between their personal interests and the interests of the company. Any potential conflicts must be disclosed promptly.

Government, Regulators, and Legislators

The company will seek to comply with all international, national, and local legislation affecting its operations. It will strive to follow the best practice in corporate governance. It will meet its tax obligations. It will not make any financial contributions or offer support to any political party.

Giving and Receiving Gifts and Entertainment

Employees will neither seek nor accept for themselves or others any gifts, favours, or entertainment without a legitimate purpose from any person or business organisation that does or seeks to do business with, or is a competitor of Payroll Giving in Action Ltd. Gifts, favours, and entertainment may be given to others at the expense of the company as long as these are consistent with customary business practice and are not excessive in value.

Bribes and Corrupt Practice

The company does not allow the direct or indirect offer, payment, solicitation, or acceptance of bribes in any form. Any employee found to be involved in any kind of corrupt practice is likely to be immediately dismissed and may well have committed a criminal act which could lead to prosecution.

Environmental and Social Responsibility

Payroll Giving in Action Ltd is committed to minimizing its environmental impact and contributing positively to the communities in which we operate. We encourage responsible business practices that prioritize sustainability and social well-being.

Reporting Violations

Employees are encouraged to report any suspected violations of this ethics policy promptly. The company is committed to protecting whistleblowers from retaliation.

Enforcement and Consequences

Violations of this ethics policy may result in disciplinary action, up to and including termination of employment or contracts. The severity of the consequences will depend on the nature and gravity of the violation.

Fundraising and Payroll Giving

We follow the Fundraising Regulator's Code of Fundraising Practice. We are clear that donors can cancel or amend their donation at any time. Donors are free to choose to give to any eligible charity of their choice, and we represent charities fairly and neutrally. We do not offer benefits or inducements in return for donations, and we ensure any tax relief information is accurate and approved. Professional fundraisers provide clear disclosures about who they are, who they represent, and how to raise concerns. We maintain records and controls to ensure donor instructions are followed and donor information is passed to the relevant charity promptly.

Conclusion

By adhering to the principles outlined in this ethics policy, employees contribute to the creation of a positive, ethical, and responsible workplace at Payroll Giving in Action Ltd. Our collective commitment to these values strengthens our reputation and ensures the long-term success of our business.

Signed: