

# M.A. FORD Europe Limited



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## Ethics Policy

- Honesty and integrity. Base actions on a personal set of values. Follow the rules even when the manager is not present.
- Good manners. Always show courtesy and respect towards other people.
- Accepts advice, supervision, and constructive criticism. Have high self-esteem and do what is asked; accept constructive criticism and use it to improve future performance.
- Dependability / follow through. Work diligently to complete tasks. Feedback to manager any problems or delays so there are no surprises about work not being done.
- Good attendance / on time. Keep the mind on work (avoid external distraction); suggest improvement; be ready to begin work on time.
- Accuracy of work / no waste. Be careful and avoid mistakes. If mistakes are made, correct the errors; be proud of work well done; hold high standards, always aim to complete all tasks right, first time, every time.
- Pride and productivity in work. Show initiative; be ambitious; figure out how to get the job done; work as effectively as possible to get the job well done.
- Leadership. In order to be more successful with the change process, we take into consideration, the human element of a system that supports creating safe and high quality products.
- Disclosure. All our personnel are protected from suffering any detriment or termination of employment if they make disclosures that can affect the business. A 'qualifying disclosure' means a disclosure of information that an employee genuinely and reasonably believes is in the public or customers interest and shows that the company has committed a 'relevant failure' by
  - Committing a criminal offence
  - Failing to comply with a legal obligation
  - A miscarriage of justice.
  - Endangering the health and safety of an individual.
  - Product Safety
  - Concealing and information relating to any of the above
- If the above has been invoked for malicious reasons or in pursuit of a personal grudge, then suspension of employment or such lesser disciplinary sanction as may be appropriate in the circumstances.

[www.mafordeurope.com](http://www.mafordeurope.com)

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