

# REFLEX MARINE LTD STAFF & MANAGEMENT CHARTER

## A COMMITMENT TO OUR STAFF, OUR CUSTOMERS AND OTHER STAKEHOLDERS



Reflex Marine prides itself on its professional reputation, the quality of its products, customer support and the relationship with its staff and key stakeholders. The company is driven by a strong set of values and we recruit people who we believe can reflect and promote these same values.

This charter outlines the company's expectations of staff, as well as our commitment to the team. The charter acts as a point of reference for the on-going evaluation of our activities, the relationships within the team and the development of staff. Our staff are expected to uphold these commitments and to help to ensure that the company meets its commitments too.

### COMPANY COMMITMENT TO OUR STAFF

THE COMPANY, THROUGH ITS MANAGEMENT TEAM, IS COMMITTED TO...

Treat all staff with fairness and integrity, whilst helping them to achieve their true potential, with equal opportunities for all. This will include a structured approach to personal development with consistent and regular reviews for all staff, encouraging open dialogue. Personal Development Reviews will be held at least yearly.

The company will strive to promote the safety, health and wellbeing of all its staff and stakeholders. Performance in this area will be reviewed annually by the board and plans developed accordingly.

Ensure that staff share in the company's success and recognise and reward outstanding achievements. The contribution of all staff will be reviewed at least annually and appropriate recognition agreed by the Senior Management Team.

Show flexibility to help staff balance personal and business commitments by supporting flexible working hours and holidays subject to agreement with line managers.






Support staff involved in non-company activities of wider social benefit by providing flexibility and support.

To act with respect and consideration for the planet by reviewing our environmental impact annually and implementing programmes to improve our performance and reduce our carbon footprint.

To act with respect, consideration and fairness to those we interact with in all areas of our business.

### STAFF COMMITMENTS

WE EXPECT OUR STAFF TO...

-  Demonstrate **integrity** in all our dealings
-  Provide **first class service** to our clients
-  **Support** your colleagues and commit to the success of the whole team
-  To take **responsibility** for your own personal development
-  Help the company to **identify** and **manage** its risks
-  Help us to build a successful and **profitable** company
-  Help us to build and maintain **first class relations** with all our stakeholders
-  Show **respect** and **consideration** for people and the planet