

Date of Last Review:	January 2026
Approval Authority:	Director
Review Frequency	Annually
Location:	Internal File Storage System
Date of Next Review:	January 2027

Introduction

The Code of Conduct applies to everyone working for the company, regardless of location, role or level of seniority. This includes all employees, managers and company directors. We also expect freelance, temporary and contract employees, consultants, agents and any other third party who acts in our name to follow the principles of the Code. We actively look to work with suppliers and partners who reflect our Code and our procurement process with preferred suppliers ensures that there is a good cultural fit before any agreements are made.

Expected Behaviour

- Treat others with respect and dignity.
- Must not take part in any demeaning, discriminatory or harassing behaviour, or introduce any unacceptable material or speech.
- Be considerate, respectful, and collaborative.
- Follow all applicable rules of the client and venue.
- Co-operate with sites staff.
- Be mindful of your surroundings and other participants.
- Alert line manager if you notice a dangerous situation or someone in distress.

Unacceptable Behaviour

- Unacceptable behaviours & materials include intimidating, harassing, bullying, abusive, discriminatory, derogatory, or demeaning materials or conduct. Many sites are shared with members of the public; please be respectful to all individuals.
- Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident is harassment.
- Examples of harassment may include:
 - unwanted physical conduct
 - invading personal space
 - unwelcome sexual advances or suggestive behaviour
 - sending or displaying material that some may find offensive
 - inappropriate use of nudity and/or sexual images in public spaces (including presentation slides) offensive e-mails, text messages or social media content
 - jokes or remarks that some may find offensive
 - demeaning or belittling a person
 - deliberate intimidation
 - stalking or following
 - unwanted photography or recording
- Bullying is offensive, intimidating, malicious or insulting behaviour involving misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened.

- Examples of bullying may include:
 - physical or psychological threats
 - intimidation
 - inappropriate and/or derogatory remarks
 - ignoring or shunning someone
 - physical, written, verbal or other abuse
 - annoyance
 - pushing, shoving or use of any physical force whatsoever against any person, which in any way creates a disturbance that is disruptive or dangerous, or creates apprehension in a person
- It is important to note that those accused of bullying and harassment are not always aware they have caused offence. A key understanding is not whether the conduct was intended on the part of the perpetrator, but if it is unwanted on the part of the recipient.
- Possession of any item that can be used as a weapon, which may cause danger to others if used in a certain manner.
- Any violent, lewd or offensive behaviour or language, including but not limited to using sexually explicit or offensive language, materials or conduct, or any language, behaviour or content that contains profanity, obscene gestures, or racial, religious or ethnic slurs.
- Possessing or consumption of alcoholic beverages.
- Possessing any illegal substance, including but not limited to narcotics, marijuana, or other illegal drugs.
- Smoking – other than in designated areas.
- Assembling for the purpose of, or resulting in, disturbing the peace, or committing any unlawful act or engaging in any offensive behaviour.
- Failure to obey any rules or regulations of the site.

Consequences of Breaching the Code of Conduct

Unacceptable behaviour of any employee including sub-contractors, freelancers or third party will not be tolerated.

Those asked to cease unacceptable behaviour are expected to comply immediately.

If a participant breaches the code of conduct, we will take action which may include dismissal. Legal action may be considered if a criminal offence is suspected and may be reported to the Police or other relevant authorities.

What to do if you witness or experience unacceptable behaviour

We actively encourage all employees to ask questions and raise issues without the fear of retaliation and we are committed to treating any reports seriously and investigating them thoroughly and fairly. We have a whistleblowing policy which covers in more detail how we manage issues that are reported.

Conflicts of Interest

Act in the best interest of the Company while performing your job. A conflict of interest arises when your personal activities or relationships interfere, or appear to interfere, with your ability to act in the best interest of the Company. Never use your position within the Company for personal benefit or to benefit a family member. Avoid personal financial transactions with customers and suppliers that may influence your ability to perform your job

External Communication on Behalf of the Company

Any statements to reporters from newspapers, radio, television, etc, in relation to the Company's business will only be given by a Director of the Company.

Privacy & Data

The company takes the privacy of natural living individuals (data subjects) seriously. In line with the Data Protection Act 2018 and the General Data Protection Regulation 2016/679, the company has implemented policies and procedures that are designed to protect the rights and freedoms of individuals described as data subjects for the benefit of the applicable regulations and laws in place on or after the 23rd May 2019. It is your responsibility to adhere to the company's Privacy Policy and supporting procedures at all times and to acquaint yourself of your obligations towards safeguarding any personal information whether or not, the information assets are processed by the company or its clients.

Bribery

You must never engage in bribery. A Bribe or Bribery is giving or offering anything of value or any advantage, whether directly or indirectly, to any person, in order to induce that person or any other person to perform a function or activity improperly. Bribery is also requesting or receiving anything of value or any advantage, whether directly or indirectly, from any person, intending that, consequently, a relevant function or activity should be performed improperly, whether by you or another person.

A bribe can be financial or otherwise, and can include giving or receiving money, loans, contributions or donations, travel, offers of employment, refunds, rebates, goods, services or anything else that could be considered to have value. Gifts or entertainment may be construed as forms of bribery in certain circumstances. A bribe can also take the form of a "reward" and be paid after the improper performance of the relevant duty or obligation has taken place.

You should refer to our Anti-Bribery Policy for more detailed information.

Financial Reporting & Record Keeping

Ensure the accuracy of all Company business and financial records. These include not only Financial Records but other records such as business plans, budgets, management reports, timesheets, expense reports and submissions such as benefits claims, forms and CVs. Ensuring accurate and complete business and financial records is everyone's responsibility, not just a role for the People & Finance teams. Accurate recordkeeping and reporting reflect on the Company's reputation and credibility and ensures that the Company meets its legal and regulatory obligations. It also ensures that performance is judged, and rewards is awarded fairly among employees.

Protection and Proper use of Company Assets

Company assets should only be used for legitimate business purposes and are meant for company, not personal, use. Do not use Company assets for your personal benefit or the benefit of anyone, other than the Company. We encourage a common sense approach to company assets. There may be times when use of company assets such as mobile phones for the occasional personal call will be necessary, however extensive use could represent misuse. If you are unsure at any time, you should speak to your manager for clarity.

Intellectual property

Our Company's intellectual property is as valuable to us as our physical equipment. We therefore must protect our Company's intellectual property rights. Intellectual property refers to anything we create on Company time, at the Company's expense or within the scope of our job duties. The Company owns the rights to anything we create through our work with the Company to the full extent permitted by law, regardless of whether this property is patentable or able to be protected by copyright, trade secret or trademark. Examples of intellectual property include copyrights, patents, trademarks, trade secrets, design rights, logos, software programs, business processes and delivery or production methods.

Code of Conduct

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Health and Safety

Health and Safety in our workplace is of paramount importance to us. We recognise that the work we do in our Warehouses, Offices and on-site during event delivery can carry an element of risk. We take the safety of our employees, freelancers, subcontractors and suppliers very seriously.

Our Health & Safety Policy details our processes and how we manage this.

Corporate Social Responsibility

The company understands that corporate social responsibility extends to our entire supply chain. This encompasses not only the products and services supplied but also the human rights, ethics and social practices of our company and its suppliers. We seek to build partnerships with like-minded organisations by actively seeking out business partners who are the most environmentally and workforce friendly.

Our CSR Policy sets out more details.

Modern Slavery

The Company strictly prohibits the use of modern slavery and human trafficking in our operations and supply chain. We have been and will continue to be committed to implementing systems and controls aimed at ensuring that modern slavery is not taking place anywhere within our organisation or in any of our supply chains. We expect that our suppliers will hold their own suppliers to the same high standards. Employees are all given training on how to identify warning signs and we expect the same from our suppliers and partners.

The Director with overall responsibility for the implementation of this policy is Mr Alex Walters.

Signed:

Date: **21/01/26**

Mr Alex Walters

Director