

4th January 2010



Ethical Policy

Our ethical policy has been established to set standards and provide guidelines regarding the way Startech Productions should operate in Ethical matters. It is important to retain this set of core values and approaches to the process of doing business on a daily basis.

The Ethical policies focus around seven key areas as follows:

Employees

Startech Productions values its Employees as a key resource. An atmosphere of good employee communication, involvement & responsibility both individually & as a team is of central importance. The personal development and optimum use of Employee talent is strongly encouraged

Every employee has an equal opportunity for personal recognition and career development, regardless of personal background or belief. No form of discrimination or harassment will be tolerated. An important part of this policy is recruiting, selecting, rewarding and promoting people who demonstrate entrepreneurial behaviour and show individual initiative in combination with a high degree of knowledge and experience of our products, markets and culture.

Customers

Everybody must play their part in providing quality and efficiency to customers. Startech Productions believes that integrity in dealings with customers is a prerequisite for a successful and sustained business relationship. Personal contact, helpful and responsive action are features of the service we provide to develop long term relations with our customers.

Suppliers

Startech Productions believes in supporting UK trade and therefore will buy from UK based manufacturing companies where the product is available. Startech Productions will aim to develop relationships with our suppliers based on mutual trust and all dealings will be conducted in a professional manner at all times. We also undertake to pay our suppliers on time and according to agreed terms.

Community

Startech Productions seek to comply with all legislation affecting its operations. We will seek to serve and support the community in which it operates by providing services efficiently and profitably, and by providing good employment opportunities and conditions. We will take into account the concerns of the wider community including both national and local interests.

The Environment

Startech Productions is concerned with the conservation of the environment in its broadest sense, and recognises that certain resources are finite and must be used responsibly. We will therefore:

- work with others toward a consensus on environmental quality standards which are desirable and attainable.
- aim to improve all aspects of the business in respect of environmental issues.
- pay particular attention to environmental issues including the conservation of energy and natural resources, the control of noise levels, recycling of waste material and the utilisation of non-polluting technology. This is reflected in our emphasis to supply staging and set using recycled materials as an option wherever possible and agreeable to the end user. Disposal of electrical goods following the WEEE and RoHS directive (December 2008). Correct disposal of all used batteries including Alkaline and dry cells and Lead Acid accumulators.

Health & Safety

Startech Productions provide healthy and safe working conditions for all of its Employees and will do all that is reasonable and practicable to:

- Protect the health and safety of its employees and minimise any adverse effects on the environment
- Implement working practices to prevent personal injury and damage to property
- Making all employees aware of risk assessments and raise awareness of their own responsibilities for the health and safety of themselves and others. Risk assessments and method statements are produced for each and every individual project.
- Provide PPE for staff for all tasks that are undertaken for the company where required.

Conflict of interest

Our policy does not allow bribery or political contributions and requires employees to seek to avoid conflicts of interest and to disclose any that do exist. Employees must ensure that their actions are not affected by conflicts of interests. This covers the receipt of giving of gifts or hospitality which is prohibited otherwise must be declared.

Information

Startech Productions regards information for the purpose of its business as a corporate asset which must be protected against loss of availability, infringement and improper disclosure. We seek to ensure as far as reasonably practicable, that this information is protected. This applies also to intellectual property including trade secrets, technical information, product design, production expertise, customers' information etc. Startech Productions and the data that it holds are registered with the Data Protection act.

Records

Honesty, completeness and accuracy of records are vital. Records of transactions should be maintained in an accurate, complete, transparent and timely manner in accordance with accounting principles. No unrecorded funds or assets should be established or maintained.

- Startech Productions believes that implementation of the ethics policy:
- promotes a culture of ethical behaviour throughout the organisation
- sets clear standards for employees
- makes good business sense
- protects the integrity and enhances our reputation
- supports the principles of good corporate governance.

Diversity Policy (workforce and volunteers)

Startech is an equal opportunity employer. It is Startech Productions' policy that all persons shall have an equal opportunity for employment and advancement on the basis of ability, necessary qualifications and fitness for work either voluntary or remunerated irrespective of sex, age, marital status, civil partnership, sexual orientation, colour, race, creed, and religion, national or ethnic origin.

Startech Productions gives full and fair consideration to all applications for employment from disabled persons having regard to particular aptitudes and abilities, continuing where possible the employment of staff who become disabled and ensures that training and career development are encouraged.

There is a grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment then the Harassment policy procedure should be used. Startech is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

Startech Productions job applicants and staff are asked to complete a form denoting their sex, race, ethnic origin and any disabilities. Startech Productions guarantees that this form will only be used for the purpose of monitoring the effectiveness of its equal opportunities policy.