



## Bay Plastics

# Code of Conduct

## Values, Behaviours, and Policies

Our Code of Conduct defines our values at work and guides our behaviours to deliver top quality solutions in the design, distribution, and manufacture of semi-finished plastic products.

## About Us

We are an experienced solutions provider with over 30 years knowledge and expertise in the design, distribution, thermoforming and fabrication of semi-finished plastic products; enabling us to effectively design, develop, trouble shoot, problem solve, prototype, produce and support customers through all their plastics requirements.

## Our Policies

- Our Innovation
- Our Interactions
- Our Workplace
- Our Sustainability

## Get in Touch

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### We Innovate



- I am curious and push the boundaries of technology.
- I am creative in how I work with partners and collaborators.

### We Put Customers First



- I am proud to serve customers and consider them in every decision I take.
- I strive to understand the needs of diverse customer requirements and act accordingly.

### We Play to Win



- I am determined to make the right choices to win.
- I build high-performing, inclusive and diverse teams that collaborate across the enterprise.

### We Do The Right Thing



- I am accountable for my actions and the success of Bay Plastics Ltd.
- I speak my mind and make it safe for others to do so.

### We Are Entrepreneurial



- I am brave, resilient and take smart risks.
- I act with integrity and simplify the way work gets done.



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# Innovation

## Why it Matters?

Innovation is at the core of everything we do; it is the heart of our business and our values.

We push the boundaries of product and process development to discover innovations that enhance our ability to deliver solutions to our partners.

By harnessing technology and innovation, we improve our range of products, services and solutions and generate value and security for our partners and stakeholders.

## HOW WE DO IT

We conduct innovative research, development, manufacturing, and service to high standards of ethics and integrity everywhere we operate. We follow the laws, regulations, codes, guidelines, and good practice standards related to health and safety, quality, environment and sustainability, and deliver work which is not only legal but also ethically justified.

We hold ourselves accountable for the quality and conduct of any work carried out on or on our behalf by third parties.

- We are dedicated to stakeholder safety, and we maintain controls to ensure the safety, efficacy, and quality of our products throughout their lifecycle.
- We identify, report, and address issues affecting people, products, or processes, including adverse events, to ensure accurate safety profiles.
- We follow relevant informed consent procedures and protect personal data.
- We respect confidentiality during all phases of research and development with our business partners and stakeholders.
- We strive for continuous improvement with our quality.
- We are diligent in maintaining high standards of health and safety and wellbeing of stakeholders.
- We carefully consider our impact on the environment and take all possible actions to comply with legislation and policies.
- We will apply our sustainability principles to create a responsible business of the future, an environment with a future, and a society for our future.





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# Interactions

## Why it Matters?

Delivering up to date solutions depends on our going wherever innovation leads us.

Technology advancements that make a difference are built on integrity at every stage of development and at every level of the company.

Maintaining integrity and living our values in all of our interactions protects our innovation, upholds our reputation, and builds public trust.



## HOW WE DO IT

We run every part of our business with integrity, honesty, and transparency everywhere we operate.

- We refuse to tolerate bribery or any other form of corruption, even if we lose business. We do not improperly influence the decisions of others or allow ourselves to be improperly influenced, through the exchange of money, favours, or anything else of value. We avoid any activity that could even look like improper influence.
- We ensure that our personal interests and relationships do not create conflicts of interest or even appear to influence our professional judgement.
- We respect and protect privacy by collecting, using, retaining, sharing, and/or disclosing personal data fairly, transparently, and securely.
- We do not allow modern slavery or human trafficking anywhere in our business.
- We do not allow insider trading.
- We compete fairly and legally.
- We maintain accurate company books and records.
- We do not tolerate fraud and will take all reasonable steps to keep from becoming a victim of it.
- We do not facilitate or condone tax evasion.
- We do not misrepresent who we are.

- We uphold our standards of integrity in every situation, not allowing, asking, or enabling others to engage in prohibited conduct on our behalf.
- We have plans set to maintain critical processes in case of a significant event.

We communicate truthfully and responsibly about our business.

- Our promotional and non-promotional communications and activities are accurate, not misleading, fair, and balanced.
- We only promote approved products and only for their approved uses.
- We educate customers, business partners, and stakeholders on both the risks and benefits of our products so that they can make the best decision for each solution requirement.
- We engage with customers, business partners, and stakeholders to learn their needs so we can address them.
- We participate in social media and other online communities responsibly.
- We use control systems to identify and manage risk and maintain strong performance.

We only work with qualified third parties who have a commitment to ethics and integrity consistent with ours and only when we genuinely need them. We pay what is fair and just for the work they do.



# Workplace

## Why it Matters?

We aim to provide a great place to work where people feel respected, supported, and safe so that our diverse, uniquely talented employees are free to drive innovation.

We value strong teams who are passionate about pushing the boundaries of the design, distribution, manufacture and uses of semi-finished plastic products.

Maintaining our workplace as a secure business environment supports and protects our people, assets, and reputation.



## HOW WE DO IT

We promote a culture of diversity, respect, and equal opportunity, where individual success depends only on personal ability and contribution to the company.

- We treat others with fairness, integrity, honesty, courtesy, consideration, respect, and dignity regardless of gender, gender identity or expression, race, nationality, age, sexual orientation, or other forms of diversity.
- We promote an inclusive environment where everyone can perform their best.
- We make decisions about recruitment, hiring, reward, development, and promotion based only on ability, experience, behaviour towards others, work performance, and demonstrated potential in relation to the job.
- We develop employee talent and support everyone in achieving their potential.

We depend on open and courageous conversation to keep our fast-paced business aligned with our values and to ensure we address and learn from our mistakes.

- We accept accountability for identifying and reporting any conduct suspected to be inconsistent with our values or policies so that our company may continue to serve clients. We can report anonymously if we feel we need to.
- We report concerns in good faith, and we do not tolerate retaliation.

We promote and maintain a safe, healthy, secure work environment.

- We use effective quality, health and safety, and environment (QHSE) management systems to identify and manage risk and maintain strong QHSE performance.
- We only work with others who embrace QHSE standards consistent with ours.

We make the best use of the company's assets and protect the integrity of our property, including technology, systems, and confidential information, to further our business.

- We manage assets efficiently and effectively so that the company gets the benefit of their full value.
- We manage and report risks to company assets, employees, or stakeholders to protect people, the company, and shareholder value.



# Sustainability

## Why it Matters?

We are in the business of creating and delivering solutions in a way that promotes wellbeing and secures the future of the company, society in general, and our planet.

Our vision and mission to deliver lasting value depends on our making decisions every day that support our long-term existence as a company worthy of public trust.



## HOW WE DO IT

We follow the laws, regulations, codes, guidelines, and standards that apply to us in every part of our business, everywhere we operate.

- We make clear in our values, policies, codes, guidelines, and training that obeying the law and working ethically are basic, non-negotiable responsibilities for all of us and everyone else who acts on our behalf.

We operate in an environmentally responsible manner by:

- Managing the waste we generate using the best practical environmental option through optimised reuse, recycling and recovery.
- Increasing the positive environmental impact and seeking to reduce the negative environmental impact of our operations wherever possible.
- Complying with legislative and ethical standards concerning care of the environment in the country of operation.
- Sourcing and supplying products with low environmental impact whenever possible.
- Defining the methods for identification, control and disposal of products that have several handling and waste treatment needs.

- Minimising waste by working with suppliers to consider options to reduce packaging on products and apply controls in-house on resources management, such as the use of stationery and office paper.
- Regularly reviewing options to reduce the consumption of energy and water throughout our premises and shall continually consider options for energy efficiency.
- Seeking to reduce the impact of vehicle emissions by ensuring that all Bay owned vehicles are well maintained.
- Continual environmental improvement in respect of the products we supply, our internal use of resources and prevention of pollution.

We work to our sustainability principles and support and improve health and wellbeing.

- We apply our sustainability principles to create a responsible business of the future, an environment with a future, and a society for our future.
- We continuously strive to improve and maintain a safe, healthy, and sustainable environment.
- We make charitable donations and other contributions to various sports clubs and local, national, and global charities to support health, wellbeing, education, and disaster relief.



# Ethics

## Why it Matters?

We have a Code of Conduct to communicate the values and principles we are expected to consistently apply as we represent Bay Plastics Ltd every day, in every job, in every country where we operate.

Our Code and supporting global requirements give us tools to work in line with laws, regulations, industry codes, guidelines, and standards that apply to us around the world. We follow our own Code and requirements, even in markets where the rules may be less strict. Since our global requirements form the baseline for our standards of ethical behaviour, local and business-unit requirements may only differ from them when they are stricter.

Following the Code and supporting requirements, we deliver lasting benefits to customers and other stakeholders. We achieve success responsibly. We earn and keep trust. We are proud of where we work.

## WHO MUST FOLLOW THE CODE?

All of us. We are all accountable for upholding the Code. Managers are also responsible for helping their teams understand and apply it. And we choose to work only with third parties whose ethical standards are consistent with ours so that Bay Plastics Ltd's high standards will carry through any work done in our name.

## HOW DO WE MAKE DECISIONS USING THE CODE?

Our Code cannot cover every situation or replace good judgment. It informs us so that we can decide for ourselves. If you are having difficulty with a decision, ask yourself:

- Why am I making this decision?
- Is it aligned with Bay Plastics Ltd's values and principles?
- Would my manager and I like reading about it in tomorrow's news?

If you have a question about our code, ask. Your manager and your Human Resources and Compliance department with support from our Legal partners are here to help.

## WHAT IF SOMETHING GOES WRONG?

To make a report, talk with your manager first. If you are uncomfortable with that, contact your Human Resources and Compliance representative. If you prefer to contact someone outside of your business unit or marketing company, use one of the three resources listed below. You may also report anonymously if your local laws allow.

## Get in Touch

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