



# EMS

PEOPLE • PLACES • PERFORMANCE

**Your strategic partner  
for corporate mobility**

## **Business Ethics “How we do Business”**

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## EMS business ethics

# “How we do Business”

*EMS has a clear ethics policy which is designed to maintain the EMS reputation for integrity, and to protect employee rights and client information.*

## Ethical Policy

EMS has documented quality standards for levels of service given to customers. The company monitors these standards and always seeks to improve. In a similar way, we have high expectations of all our managers and staff about the way in which they conduct their business transactions.

The Company does not support the offering or acceptance of personal gifts. Where it would be offensive to refuse, gifts it will be at the discretion of the Operations Manager to decide the outcome.

## Commissioning outside Contractors

The overriding principle is that all dealings with suppliers and customers are seen to be properly handled, with the application of high standards of objectivity, integrity and fairness.

As part of this policy, when choosing contractors EMS carries out due diligence on companies and their employees to ascertain their suitability to work with our clients. We check their vetting procedures of the employees so that our client's can have peace of mind. As part of this process we put contractors through the EMS “Packer Training” programme so that they understand our standards when dealing with our clients.

## Company anti-corruption policy

Bribery and corruption is, unfortunately, a feature of corporate and public life and may take place in many countries across the world. EMS has a clear policy and we support our employees to make decisions in line with our policy. Our company conduct is based on our commitment to acting professionally, fairly and with integrity.

We are committed to operate responsibly wherever we work in the world and engage with our associates to manage the social, environmental, and ethical impact of our activities in the different areas we operate in.

We will abide by laws relevant to countering bribery and corruption in all the jurisdictions in which we operate, particularly laws that are directly relevant to specific business practices. The following national, international laws, and conventions underpin this policy.

- [OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions \(1997\)](#)
- [Foreign Corrupt Practices Act \(US\)](#)
- [UN Global Compact – Principal 10 \(Anti-Corruption\)](#)

## Responsibilities

The Managing Director is the main board director with primary responsibility for implementing this business policy and reporting annually to the EMS Board of Directors.

## Training and communications

EMS communicates this policy and relevant guidance to employees across the business through established staff briefings. We also communicate this policy to suppliers and business partners.

## Monitoring and review

The Board of Directors reviews the implementation of the ethics policy in respect of its suitability, adequacy and effectiveness, and makes improvements as appropriate. Employees are encouraged to give feedback during staff briefings.

## Confidential Information

All client information is treated by EMS staff in the strictest of confidence.