

# Employee Charter

## CPC's Pledge to You

CPC pledges to treat you and all its employees fairly, to listen and to give due consideration to your views and the views of anyone speaking or acting on your behalf.

CPC strives to become an exemplary employer, adopting best practice approaches in the recruitment, development and treatment of employees by making reasonable adjustments where necessary and offering equal opportunities to all.

## Our people can expect:

- To operate in a safe working environment
- Regular, open and honest communication across the business
- Encouragement and support to realise their full potential
- The provision of opportunities and development that will result in continuous learning
- Fairness and inclusion, ensuring that merit, competence and potential are the basis for all decisions regarding recruitment and development
- To be paid at least the living wage
- That their contribution is recognised and rewarded accordingly
- Trust, respect, fairness and empowerment
- Encouragement in involving our people in the planning and direction of the business
- Commitment to the equal treatment of all employees

## CPC expects its people to:

- Conduct themselves in a professional manner at all times and act as ambassadors for the Company
- Communicate openly and honestly at all times
- Take pride in working for CPC
- Demonstrate respect and concern for fellow employees
- Act with integrity at all times
- Act in accordance with the CPC Values
- Respect colleagues and value each individual as unique
- Take responsibility for the quality of their work, personal development and career advancement
- Have an understanding of and commitment to the aims of CPC
- Disclose to the Company any acts of malpractice or serious wrongdoing
- Work in harmony with each other and with those to whom they report

*CPC is committed to the principles of equal opportunity for all and specifically prohibits discrimination of every type. Details of our policies as well as our commitment to the banning of any access to or downloading of any information which is, or which can be interpreted as defamatory, abusive, pornographic, offensive or obscene from the Internet (or any other media) can be found in this handbook.*