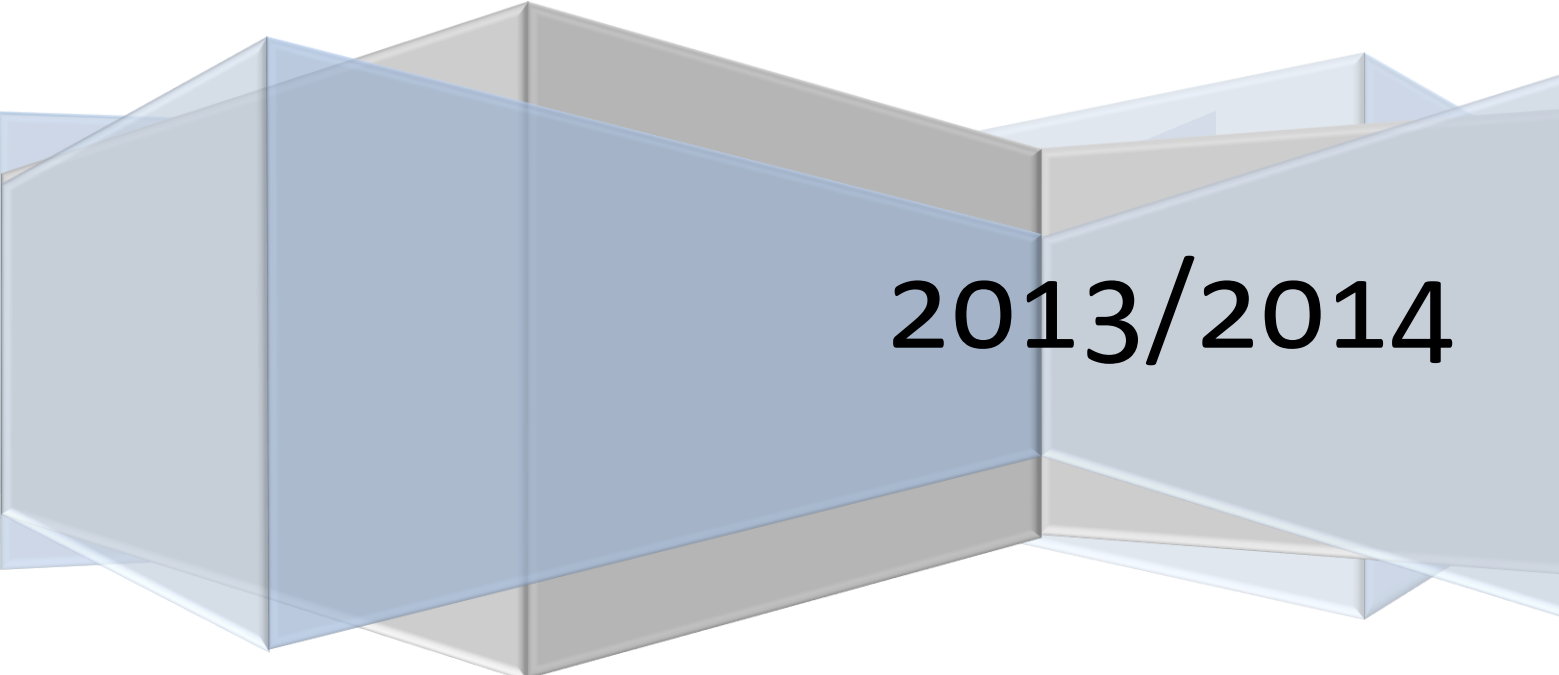


**Photography Tours at Night LTD (08209202)**

# **Ethic, Environment, Health & Safety and Social Policy**

**For Photography Tours at Night LTD**



**2013/2014**

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# Code of Ethics

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## Mission Statement.

Photography Tours at Night LTD will conduct its business honestly and ethically wherever we operate in the world. We will constantly improve the quality of our services, products and operations and will create a reputation for honesty, fairness, respect, responsibility, Integrity, trust and sound business judgment. No illegal or unethical conduct on the part officers, directors, employees or affiliates is in the company's best interest. Photography Tours at Night will not compromise its principles for short-term advantages. The ethical performance of this company is the sum of the ethics of the men and women who work here. Thus, we are all expected to adhere to the high standards of the personal integrity.

## Moral business obligation.

Officers, directors, and employees of the company should never permit their personal interests to conflict or appear to conflict, with the interest of the company, its clients or affiliates. Officers, directors and employees must be particularly careful to avoid representing Photography Tours at Night in any transaction with others with whom there is any outside business affiliations or relationships. Officers, directors and employees shall avoid using their company contacts to advance their private business or personal interests at the expense of the company, its clients or affiliates.

No bribes, kickbacks or other similar remunerations or consideration shall be given to any person or organization on order to attract or influence business activity. Offices, directors and employees shall avoid gifts, gratuities, fees, bonuses or excessive entertainment, in order to attract or influence business activity.

## Proprietary, Confidential or Business-Sensitive Information

Officers, directors, and employees, of Photography Tours at Night LTD will often come into contact with, or have possession of proprietary, confidential or business-sensitive information and must take appropriate steps to assure that such information is strictly safeguarded. This information- whether it is on behalf of our company or any of our clients or affiliates- could include strategic business plans, operating results, marketing strategies, customer lists, personnel records, upcoming acquisitions and divestitures, new investments and manufacturing costs, processes and methods. Proprietary, confidential and sensitive business information about this company, other companies, individuals and entities should be treated with sensitivity and discretion and only be disseminated on a need- to- know basis.

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Misuse of material inside information in connection with trading in the company's securities can expose an individual to civil liability and penalties under the {ACT}. Under this Act, directors, officers

and employees in possession of material information not available to the public are "insider." Spouses, friends, suppliers, brokers, and other outside the company who may have acquired the information directly or indirectly from a director, officers or employee are also "insiders". The Act prohibit insiders from trading in, or recommending the sale or purchase of, the company's securities, while such insiders information is regarded as "material", or if it is important enough to influence you or any other person in the purchase or sale of securities of any company with which we do business, which could be affected by the inside information. The following guidelines should be followed in dealing with inside information;

Until the material information has been publicly relented by the company, an employee mush not disclose it to anyone expect those within the company whose position requires use of the information.

Employees must not buy or sell the company's securities when they knowledge of material information concerning the company until it has been disclosed to the public and the public has had sufficient time to absorb the information.

Employees shall not buy or sell securities of another corporation, the value of which is likely to be affected by an action by the company of which the employees is aware and which has not been publicly disclosed.

Officers, directors and employees will seek to report all information accurately and honestly, and as otherwise required by applicable reporting requirements.

Officers, directors and employees will refrain from gathering competitors intelligence be illegitimate means and refrain from acting on knowledge which has been gathered in such a manner. The officers, directors and employees of Photography Tours at Night will seek to avoid exaggeration or disparaging comparisons of the services and competence of their competitors.

Officers, directors and employees will obey all Equal Employment Opportunity laws and act with respect and responsibility toward others in all if their dealings.

Officers, directors and employees will remain personally balanced so that their personal life will not interfere with their ability to deliver quality products or services to the company and its clients. Officers, directors and employees agree to disclose unethical, dishonest, fraudulent and illegal behaviour, or the violation of company policies and procedures, directly to management.

### Violation of this Code of Ethics

Violation of this Code of Ethics can result in discipline, including possible termination. The degree of discipline relates in part to whether there was a voluntary discloser of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

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Remember that good ethics is good business.

# Environmental Policy

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## Mission Statement

Photography Tours at Night LTD recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

## Policy Aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

## Paper

- We will minimise the use of paper in the office.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

## Energy and Water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

## Office Supplies

- We will evaluate if the need can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.

## Transportation

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.
- We will favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.

## Maintenance and Cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

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## Monitoring and Improvement

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.

- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.
- We will review this policy and any related business issues at our monthly management meetings.

## Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.

# Health and Safety Policy Statement

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## Health and Safety at Work Act 1974

### General Policy

Photography Tours at night's statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To provide information instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions

### Mission Statement

We (Photography Tours at Night, PTAN) will actively try to prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from tour activities. We will provide adequate training to ensure employees are competent to do their work. We will engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.

First-aid box and accident book are located in each staff pack:

Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

### Risk Assessment

All employees must conduct a risk assessment for every tour and report any health and safety matters to Katrina Frazer as soon as possible, employees also have to record the significant findings of their risk assessment.



# Social Responsibility Policy

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## Mission Statement

Photography Tours at Night recognises that business activities can have an impact on the economic, society and environment, so we actively encouraging the integration of socially responsible behaviours in our day to day work.

Photography Tours at Night supports and promotes our core values and positively affects our business by strengthening our relationships with our communities and by developing the skills and experience of our staff.

Our Social Responsibility currently covers:

- Charitable giving
- Community work
- Education
- Environment
- Our workplace
- Respect in the workplace

## Charitable giving

We support a range of charitable organisations through donation tickets for our produces that charities can distribute for donations. While also advertising and attendance at a wide range of functions.

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## Community work

We encourage participation in community projects. Our recent involvement has included helping children to learn Web Design. We also offer discounted rates for people whom are on a lower incomes.

## Education

We recognise the importance of education in our communities and support for educational establishments is a priority for us. We encourage our staff to apply for appointments as governors of schools and colleges and we work with local schools and colleges – in terms of student placements and with local universities – in terms of induction and other presentations and workshops.

## Environment

Our responsibility to the environment and to adopt sustainable practices in the way we do business is a key part of our Corporate Social Responsibility. We are committed to a series of “green” initiatives including in respect of recycled paper, efficient printing, energy saving lighting, recycling of waste products and travel.

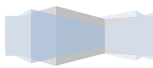
We are committed to behaviours which go beyond basic legal compliance. Our aspiration is to proactively bring benefit to the communities in which we work and to recognise the benefits to our business in doing so.

## Our workplace

We are committed to maintaining a workplace in which we can achieve our collective goals in a mutually supportive fashion.

We recognise the importance of training and development to allow career progression, providing a comfortable and safe physical environment in which to work and equality of opportunity in our recruitment and employment practices.

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Our policy forbids any discrimination, harassment or intimidation because of race, colour, religion, gender, age, national origin, citizenship, sexual orientation, gender identity and expression, disability

or other non-job-related personal characteristic. Employees are encouraged to bring questions or concerns in this area to their management. Strict disciplinary action for violations of this policy will be taken, including termination of employment.

## Responsibility

Katrina Frazer – Founder is responsible for ensuring that the ethics, environmental and health& safety and social policy are implemented. However, all freelance photographers have a responsibility in their area to ensure that the aims and objectives of the policy are met.

## Agreement

Last Reviewed : 03/12/2013

Next Review : 03/12/2014

Signed by: ...K Frazer..... Print; Katrina Frazer.....

Position in the Company; CEO/Founder.....

Date:.....03/12/2013..... Review Date: .....3/12/2014.....