

# R&O Motors Limited – Ethical Policy

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Effective Date: 30.04.2025

Approved By: Managing Director

## 1. Purpose

This policy sets out the ethical principles that guide the conduct of R&O Motors Limited. Our goal is to ensure that all employees, partners, and stakeholders act with integrity, fairness, and accountability, in accordance with Irish law and best practices.

## 2. Compliance with Laws and Regulations

We are committed to full compliance with:

- Irish Employment Law
- Health and Safety Regulations
- GDPR and Data Protection Acts
- Competition and Consumer Protection Laws
- Anti-Bribery and Corruption Legislation

## 3. Integrity and Honesty

We expect honesty in all business dealings. Employees must:

- Avoid conflicts of interest.
- Accurately represent company activities and financials.
- Refuse bribes, kickbacks, or improper gifts.

## 4. Respect and Equality

We promote an inclusive workplace free from discrimination and harassment:

- All staff are treated with dignity, regardless of race, gender, religion, age, or background.
- We comply fully with the Employment Equality Acts 1998–2015 and the Equal Status Acts 2000–2018.

## **5. Environmental Responsibility**

We strive to minimize our environmental impact:

- Reduce waste and energy use.
- Recycle where possible.
- Comply with environmental laws and regulations.

## **6. Confidentiality and Data Protection**

Employees must:

- Keep customer and company information confidential.
- Follow GDPR guidelines on data processing and retention.

## **7. Reporting and Accountability**

Any employee who becomes aware of unethical behaviour must report it to management.

We will:

- Treat all reports seriously and confidentially.
- Protect whistleblowers from retaliation.

## **8. Monitoring and Enforcement**

Breach of this policy may result in disciplinary action, up to and including termination of employment. We review this policy annually to ensure ongoing relevance and effectiveness.

Signed,

Lubomir Sicak & Branislav Stano

Managing Directors

R&O Motors Limited