

Code of Conduct

Level 2 Policy

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Document Owner	Wayne Crawford, Managing Director
Approved By	Wayne Crawford, Managing Director

Version History

Version	Date	Author	Summary of Changes	Approved By
1	13/07/2026	W. Crawford / IMS project	First draft, pending Managing Director review and approval — created in response to cross-references added while reviewing MTM-POL-006	Pending
2	13/07/2026	W. Crawford	Reviewed and approved by Managing Director with no changes.	Wayne Crawford

1. Purpose

This Code of Conduct sets out the standards of behaviour Matrix Traffic Management Ltd expects of every employee, worker and subcontractor, both on Company premises and while representing the Company on client and public highway sites. It complements the Supplier Code of Conduct (MTM-POL-015), which sets equivalent standards for external suppliers and hire companies.

2. Scope

This Code applies to all employees, agency workers and subcontracted operatives of Matrix Traffic Management Ltd while engaged on Company business.

3. Policy Statement

3.1 Standards of Behaviour

- Treat colleagues, clients, members of the public and site visitors with courtesy and respect
- Act honestly and with integrity in all business dealings
- Comply with all Company policies, including the Health & Safety Policy (MTM-POL-002), Anti-Bribery, Corruption & Fraud Policy (MTM-POL-004), and Equity, Diversity & Inclusion Policy (MTM-POL-006)
- Represent the Company professionally at all times when on client or public sites
- Safeguard Company and client property, equipment and confidential information

3.2 Use of Company Property & Resources

Company vehicles, fuel cards, equipment and other resources are used only for authorised business purposes, and any suspected misuse is reported in line with the Speak Up (Whistleblowing) Policy (MTM-POL-005).

3.3 Conduct on Client & Public Sites

- Wear correct PPE and Company-branded workwear at all times on site
- Follow the client's site rules and the approved traffic management plan
- Report any incident, near-miss or safety concern immediately to a Supervisor

3.4 Breaches of this Code

Breaches of this Code are addressed under the Disciplinary Procedure (MTM-PROC-012), applied fairly and proportionately.

4. Responsibilities

Managing Director (Wayne Crawford)

Approves and champions this Code, and ensures it is applied consistently.

Supervisors

Model and reinforce the expected standards of behaviour on site.

All employees, workers and subcontractors

Comply with this Code at all times while engaged on Company business.

5. Related Documents

MTM-POL-015 (Supplier Code of Conduct), MTM-POL-002 (Health & Safety Policy), MTM-POL-004 (Anti-Bribery, Corruption & Fraud Policy), MTM-POL-005 (Speak Up (Whistleblowing) Policy), MTM-POL-006 (Equity, Diversity & Inclusion Policy), MTM-PROC-012 (Disciplinary Procedure).

6. Review

This policy is reviewed annually by Wayne Crawford, or sooner following a material change in legislation, accreditation requirements, or the Company's operations.