



SKANSKA

Working on
behalf of

HS2

Ethics Workshop

Code of conduct



Code of Conduct

What is the Code of Conduct?

- The Code of Conduct is a CSjv policy that lays out how all employees are expected to work and act ethically at all times with HS2, supply chain, business partners and community.
- It reflects the values and beliefs of the Joint Venture and the HS2 programme



Love for life



Passionate
about
excellence



One team
spirit



Do the
right thing

Code of Conduct

"In the environment we are operating in, we are constantly under the spotlight. This should be seen as a positive, as it gives us the opportunity to show how we are prepared to be transparent in all that we do.

Further, our ability to work in and with the communities in and around our work sites, sets us apart from others and develops trust"

Dan Hunt - HS2 EWC Programme Director



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Code of Conduct

Why do we need to follow the Code of Conduct?

- An ethical breach is the number one business and reputational risk to our parent companies
- To ensure we are all aligned with the joint venture and HS2's values



Code of Conduct

The three key focus areas of our Code of Conduct

Employee relations

- We will create a workplace that is fair, healthy and safe for all employees where we can act professionally, develop, grow and promote an inclusive culture.

Behaviour in the community

- We strive to find ways that we can benefit society include finding new means of minimising environmental impact, promoting fair competition, and improving the communities in which we work amongst.

Behaviour in our Marketplace

- We will conduct business in an inclusive, open and respectful way. Stakeholders conducting business with or on behalf of CSjv must also uphold our code of conduct and we will work with businesses that have values aligned with our own.



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Employee relations

CSjv will create a workplace that is fair, healthy and safe for all employees where we can act professionally, develop, grow and promote an inclusive culture.

Health safety and wellbeing	Flexible working	Treating everyone with respect
Personal Data	Safe Environment	Challenge behaviour

Code of Conduct – Employee Relations

Ethical dilemma 1

Please take 5 minutes to discuss this dilemma as a group

- Do you agree with the team leader's response?
- Would you feel comfortable escalating this to your line manager?
- Do you feel able to work flexibly?

The weekly progress meetings have been re-arranged to every Friday afternoon. One member of your team attends prayers each Friday afternoon and another works part-time with Fridays off following her maternity leave.

You feed this back to the team leader who says 'tough' – they will have to pray at different times and change their care arrangements, or they can send me notes beforehand.

You know that not attending the progress meeting would have a detrimental impact on their careers and progression. You want to challenge this but are worried about your own career progression if you do.

If you believe that something is not right, it is vital that you raise your concern through the *Reporting a Concern* channels to get advice or allow the problem to be investigated - you can report a concern anonymously.

Code of Conduct

Behaviour in the community

CSjv strives to find ways that we can benefit society include finding new means of minimising environmental impact, promoting fair competition, and improving the communities in which we work amongst.

Environment	Legacy	Employment
Local SME	Great stakeholder Relationships	CSJV Values

Code of Conduct – Behaviour in the Community

Ethical dilemma 2

Please take 5 minutes to discuss this dilemma as a group

- Who would you offer the job to?
- What do you think about the offer of an incentive?

A director is concerned that his teams are not very diverse or inclusive: 90% of the workforce are men. 85% are white. 50% are aged 50 or above. During a period work winning he tasked his managers with improving the profile of the team.

He has incentivised the team by offering a hamper to the person who employs the most diverse team members.

In the selection process for a Commercial Manager the top three candidates were identified, following a fair and legally compliant selection process:

- The best candidate is a white, middle aged man.
- The second-best candidate is a 59-year-old Ugandan man.
- The third best candidate is a 35-year-old white woman.

All can do the job and start in a month on the terms and conditions

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Behaviour in our Marketplace

CSjv will conduct business in an inclusive, open and respectful way. Stakeholders conducting business with or on behalf of CSjv must also uphold our code of conduct and we will work with businesses that have values aligned with our own.

Personal gain	Conflicts of interest	Gifts and hospitality
Bribery and corruption	Integrity	Values

Code of Conduct – Behaviour in our Marketplace

Ethical dilemma 3

Please take 5 minutes to discuss this dilemma as a group

- Should WP manager accept the invitation?
- Is it in accordance with code of conduct principles?
- Would it be more acceptable if the entire team (including client) was invited?

A Works Manager was invited to attend a racing event with access to a VIP area, inside boxes and buffet luncheon. The invitation was sent by a company supplier and addressed expressly to the above mentioned Works Package Manager.

If you believe that something is not right, it is vital that you raise your concern through the *Reporting a Concern* channels to get advice or allow the problem to be investigated - you can report a concern anonymously.

Code of Conduct - Gifts and Hospitality

When inappropriate, hospitality and gifts create a conflict of interest or have the appearance of a bribe, we do not request, accept or offer hospitality or gifts that may influence – or create the appearance of influencing – our business decisions or those of others with whom we work.

Whether giving or receiving, hospitality and gifts this must be appropriate and:

- Conform to local laws and customs
- Not place the recipient under any obligation to the donor or appear to do so
- Serve a valid business purpose
- Not be of an immoral nature nor harm the dignity of others
- Be allowed by the policies of the recipient's employer
- For hospitality, be of moderate value
- For gifts, be of nominal value, such as pens, diaries or other low-value corporate merchandise

Code of Conduct - Gifts & Hospitality Register

If you are offered a gift or any type of hospitality whilst on the CSJV programme you must log it in the 'Gifts and Hospitality register' even if you have declined it.

[Gifts and Hospitality Register of Interests LINK](#)

Gifts and Hospitality returns

Register of interests

Hi Linda, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Have you been offered a gift or hospitality? *

I have been offered a gift

I have been offered hospitality

No

Other

Submit

Failure to do so may result in disciplinary action. If you are unsure if you are allowed to accept an offer or it exceeds **£20** please seek advice from a member of SLT or the Ethics Committee.



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Code of Conduct - Reporting a concern

If you believe something is not right, it is vital that you raise your concern to allow the issue to be investigated

To report a concern externally - Follow your parent company policy

To report a concern internally - You can report a concern in person, electronically or by phone to:

- Your line manager or another manager at your location
 - To the CSjv Ethics Committee

Do you have concerns? Want to raise an Ethical Breach to the CSjv Ethics Committee?

Anonymously – leave a *voicemail*, fill in the [Ethical Concern Form](#) by using the link or the *QR code*

Would like a response? – *email*, leave a *voicemail* or complete the [Ethical Concern Form](#), and leave your contact details

Ethical Concern online form link

https://forms.office.com/Pages/ResponsePage.aspx?id=JGwjMeyq02Jq7N4GqToCUJy_edUsI9AuUSz4AQPTYhUOE5NTEIIRki5NVNJU1NQMDQyM0E0Q1E4MC4u



Ethics@csjv.co.uk



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QR code



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What to consider when dealing with potential ethical dilemmas

- Is it legal?
- Is it in accordance with the CSJV Code of Conduct?
- What would happen if it ended up on the front page of the daily newspaper?
- How should the dilemma be handled/solved?



Code of Conduct



REMEMBER, the code of conduct isn't there to catch you out so if a situation occurs that you're not sure how to handle, please speak to your manager

We need to ensure that you understand your obligations as a member of CSJV, as confirmation of understanding and compliance please scan your *Mosaic* card.



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