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Code of Conduct Policy

Purpose:

The purpose of Executive Command Ltd Code of Conduct is to implement a set of standards and guidelines to promote best practice through-out Executive Command Ltd operations. The Code of Conduct is discussed on first application to Executive Command Ltd and is something that should be continually considered and followed through-out an employee's duration / Subcontracted role to Executive Command Ltd. Breach of this Code of Conduct, could result in formal disciplinary action being taken (please refer to Executive Command Ltd Disciplinary Procedure). Executive Command Ltd Code of Conduct has 3 main elements outlined below.

1. Uniform:

This Uniform distinguishes Executive Command Ltd from our competitors and as such, should be clean, well fitted and presented on each employee. Executive Command's uniform is as follows;

- Black and also White PLAIN Shirt.
- "Executive Command" Tie.
- Plain Black Suit Jacket & Trousers.
- Black Shoes/Boots.
- 'Crombie' Style Coat.
- Black SIA License Holder.
- Black Hi-Viz Vest & Coat.

2. Behaviour:

Standards of Behaviour are vital in creating a professional image and maintaining standards. Behaviour is expected to be professional at all times following duties, policies and procedures set out by the Senior Management Team. Some guidelines on professional behaviour are;

- Polite, well-spoken in a non-aggressive tone. No Swearing or Abusive Language.
- Act with Integrity whilst conducting duties.
- Conduct themselves in a friendly, informative manner.
- The employee does not undermine the Licensing Objectives in any way.
- Act within the Law, and also within the S.I.A Codes of Practice and Licence Conditions.
- Whilst conducting their personal and professional lives do not bring Executive Command into disrepute.
- Behaviour whilst on operations does not come across in an intimidating manner.
- To conduct themselves with professionalism at all time. No Smoking, Vaping or personal telephone calls (unless emergency situation).
- In the course of their operations there is a duty not to accept bribes or act in a dishonest, unfair way to premises, colleagues or customers.

3. Ethic's:

Employees, as well as Area Managers and any persons representing Executive Command are expected to follow Executive Command's Mission Statement, and follow certain ethics attached to this. Ethics that Executive Command is keen that all employees' share are;

- Raising Standards in the Private Security Industry,
- Promotion of the Organisation 'Brand',
- Good Business, Customer and Public Relations,
- Honesty, Integrity and Loyalty to Organisation,
- To personally grow as an Individual, and advance within the Organisation.