



TechTelligent Solutions Ltd

SMARTER IT FOR SMARTER BUSINESSES

Code of Ethics and Business Conduct Policy – TechTelligent Solutions Ltd

Effective Date: 16/02/2025

At TechTelligent Solutions Ltd, we are committed to upholding the highest standards of ethics, integrity, and professionalism in everything we do. As a technology consulting and IT services company, we recognize the trust our clients place in us, and we are dedicated to maintaining a work environment and business practices that reflect this trust. This **Code of Ethics and Business Conduct Policy** sets forth the principles that guide our behaviour, interactions, and decision-making, ensuring that our business operates in an ethical and responsible manner.

1. Professional Integrity and Accountability

We uphold honesty and integrity in all our actions. We are committed to:

- Delivering accurate, transparent, and truthful information to our clients, employees, and partners.
- Taking accountability for our actions and decisions and holding ourselves to the highest standards of performance.
- Acting in the best interests of our clients while respecting their confidentiality and data privacy.
- Delivering solutions and services that meet the highest professional standards.

2. Respect and Fair Treatment

We are committed to fostering a work environment based on mutual respect and fairness. We will:

- Treat all employees, clients, partners, and stakeholders with dignity and respect.
- Promote a culture of inclusivity, diversity, and equal opportunity for all, irrespective of gender, race, ethnicity, religion, or background.
- Encourage open communication and collaboration among our team members and stakeholders.

3. Types of Cookies We Use

The trust and privacy of our clients are paramount. We will:

- Always safeguard the confidentiality and privacy of client information.
- Never disclose sensitive business or personal information to unauthorized parties without explicit consent.
- Ensure that all data, systems, and intellectual property belonging to clients are protected against loss, theft, or unauthorized access.
- Provide clear and honest communications about the scope, timeline, costs, and risks of our services.



TechTelligent Solutions Ltd

SMARTER IT FOR SMARTER BUSINESSES

4. Compliance with Laws and Regulations

We comply with all applicable laws, regulations, and industry standards relevant to our business and operations. This includes:

- Adhering to data protection laws, including the Data Protection Act and other regional privacy regulations.
- Complying with financial, anti-corruption, and anti-bribery regulations, and avoiding any conflicts of interest.
- Following industry-specific compliance requirements in IT, cybersecurity, and technology services.
- Promoting responsible and ethical use of technology to prevent misuse or harm.

5. Conflict of Interest

We are committed to avoiding situations where our personal, financial, or professional interests may conflict with those of our clients or the company. We will:

- Disclose any potential conflicts of interest to relevant parties as soon as they arise.
- Ensure that decisions related to clients, projects, or partnerships are made based on merit and business objectives, not personal gain.
- Refrain from accepting gifts, payments, or favours that could be perceived as influencing our business judgment or relationships.

6. Honesty in Business Practices

We are committed to conducting our business with transparency and honesty. We will:

- Avoid deceptive, misleading, or unethical business practices.
- Provide accurate billing and ensure that all invoices and contracts reflect the true scope of work and agreed-upon terms.
- Respect intellectual property rights and avoid any infringement of patents, trademarks, copyrights, or trade secrets.

7. Health, Safety and Environmental Responsibility

We prioritize the health, safety, and well-being of our employees, clients, and partners. We will:

- Comply with all workplace health and safety regulations to provide a safe and conducive working environment.
- Promote responsible use of resources, including minimizing the environmental impact of our business operations.

8. Social Responsibility and Community Engagement

We recognize our role in the broader community and are committed to making a positive impact. We will:

- Support and encourage initiatives that benefit local communities and promote social well-being.
- Conduct business in a socially responsible manner, supporting sustainable practices and minimizing our environmental footprint.



TechTelligent Solutions Ltd

SMARTER IT FOR SMARTER BUSINESSES

9. Reporting Violations and Whistleblower Protection

We encourage employees, clients, and partners to report any concerns about unethical or illegal behaviour. We will:

- Provide clear and accessible channels for reporting potential violations of this Code, legal regulations, or company policies.
- Protect individuals who report misconduct from retaliation or harm, ensuring they can speak up without fear of retribution.
- Investigate reported violations promptly and take appropriate corrective action when necessary.

10. Continuous Improvement

We are committed to continuous growth and development. We will:

- Regularly review and update this Code to reflect changes in laws, regulations, and best practices.
- Provide ongoing training and education to our employees to ensure they are aware of and understand this policy and its implications.
- Promote a culture of ethical behaviour and encourage employees to raise any concerns or suggestions for improvement.

Conclusion

The foundation of our success lies in the trust we build with our clients, employees, and partners. By adhering to this **Code of Ethics and Business Conduct Policy**, we ensure that we maintain a high standard of professionalism, integrity, and responsibility in all our business dealings. This policy is not just a set of rules—it is a commitment to doing business the right way.

All employees, contractors, and partners of TechTelligent Solutions Ltd are expected to adhere to this policy.

Violations of this policy may result in disciplinary action, including termination of employment or contracts.

