



## Itus Protection Limited Code of conduct & ethics Policy

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### Code of Conduct/Professional Ethics Policy

#### 1. Introduction

Itus Protection Limited is committed to upholding the highest standards of professionalism, integrity, and ethical behaviour in all aspects of our operations. Our Code of Conduct/Professional Ethics Policy outlines the principles and guidelines that govern the conduct of our employees, contractors, and representatives.

#### 2. Principles

**Integrity:** We will act with honesty, integrity, and transparency in all our dealings, maintaining the trust and confidence of our clients, colleagues, and the public.

**Professionalism:** We will conduct ourselves in a professional manner at all times, demonstrating competence, reliability, and respect for others.

**Confidentiality:** We will respect the confidentiality of sensitive information entrusted to us, including client data, business strategies, and personal information, and will not disclose such information without proper authorization.

**Respect:** We will treat all individuals with dignity, respect, and fairness, regardless of their background, beliefs, or status, and will not tolerate discrimination, harassment, or bullying in any form.

**Compliance:** We will comply with all applicable laws, regulations, and industry standards, as well as internal policies and procedures, ensuring that our actions are legal, ethical, and consistent with our

values.

**Conflict of Interest:** We will avoid conflicts of interest or the appearance of conflicts of interest in our professional activities, disclosing any potential conflicts and taking appropriate measures to mitigate them.

**Safety:** We will prioritize the safety and well-being of ourselves, our colleagues, and the public, adhering to health and safety regulations and best practices in all work environments.

### 3. Responsibilities

**Management:** The management team is responsible for setting the tone and culture of the organization, promoting ethical behaviour, and providing guidance and support to employees to uphold the Code of Conduct.

**Employees:** All employees have a responsibility to familiarize themselves with the Code of Conduct, adhere to its principles and guidelines, and report any violations or concerns to management or the designated ethics officer.

**Ethics Officer:** The ethics officer is responsible for overseeing compliance with the Code of Conduct, investigating complaints or allegations of misconduct, and providing advice and guidance on ethical issues.

### 4. Conduct Guidelines

**Conflicts of Interest:** Employees must disclose any actual or potential conflicts of interest to management and refrain from engaging in activities that could compromise their impartiality or integrity.

**Confidentiality:** Employees must maintain the confidentiality of sensitive information, including client data, trade secrets, and proprietary information, and must not disclose such information without proper authorization.

**Professionalism:** Employees must conduct themselves in a professional manner, demonstrating courtesy, respect, and cooperation in all interactions with clients, colleagues, and the public.

**Compliance:** Employees must comply with all applicable laws, regulations, and company policies, including those relating to data protection, health and safety, and security procedures.

**Safety:** Employees must prioritize safety in all work activities, following established safety protocols, using appropriate personal protective equipment, and reporting any safety hazards or concerns to management.

**Ethical Decision Making:** Employees must exercise sound judgment and ethical reasoning in their decision-making processes, considering the potential impact of their actions on stakeholders and society as a whole.

### 5. Reporting Violations

Employees who become aware of any violations of the Code of Conduct or ethical breaches are encouraged to report them promptly to management, the ethics officer, or through the company's designated reporting channels. Reports will be treated confidentially, and appropriate action will be taken to address the issue.

## 6. Consequences of Non-Compliance

Violations of the Code of Conduct may result in disciplinary action, up to and including termination of employment, depending on the severity of the offense. Employees found to have engaged in illegal, unethical, or misconduct will be held accountable for their actions.

## 7. Review and Update

This Code of Conduct/Professional Ethics Policy will be reviewed periodically to ensure it remains relevant and effective in guiding ethical behaviour within the organization. Changes may be made as necessary to reflect evolving legal requirements, industry standards, or organizational needs.

## Conclusion

This Code of Conduct/Professional Ethics Policy reflects our commitment to maintaining the highest standards of integrity, professionalism, and ethical behaviour in all our activities. By adhering to these principles and guidelines, we can build trust with our clients, colleagues, and stakeholders and contribute to a positive and ethical work environment.

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