

Code of Conduct

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This policy outlines our expectations regarding your/employee's behaviours towards their colleagues, clients, and the extended organisation.

Updated in 2023

As an organisation, we promote integrity and respect. It is our expectation that all people representing the company follow our code of conduct. Everyone is expected to foster an inclusive, respectful and collaborative working environment. The pillars of our code of conduct are:

1. **Compliance with the law:** all employees must protect our company's legality. Compliance with all policies and procedures is essential. Employees must safeguard confidential information.
2. **Respect in the workplace:** we do not tolerate any form of discrimination, harassment, and victimisation. You must read and acknowledge our equal opportunity policy and abide by it at all times.
3. **Protection of company property:** All employees should treat the Company's property, whether material or intangible, with respect and care. Misuse of the company's property will be dealt with under the disciplinary policy.
4. **Professional behaviour:** all employees must show integrity, professionalism, and respect at all times.
5. **Gifts:** we value impartiality and discourage employees from accepting gifts from clients, partners, prospective clients and other external parties.
6. **Conflict of interest:** we expect all employees to avoid any personal, financial or other interests that might hinder their capabilities or willingness to perform their job duties.