

Code of Conduct & Ethics Policy

1. Purpose & Scope

This Code of Conduct applies to all employees, contractors, consultants, and third parties working on behalf of the company. It sets the standards of behaviour we expect in every professional interaction. Violations of this Code may result in disciplinary action up to and including termination of employment.

2. Workplace Behaviour

Employees must treat all colleagues, clients, and vendors with respect and dignity regardless of their position, background, or identity.

Bullying, harassment, discrimination, and intimidation in any form — verbal, written, physical, or digital — are strictly prohibited.

Employees are expected to be punctual, meet their commitments, and maintain a professional standard of communication at all times.

3. Anti-Harassment Policy

Sexual harassment, including unwelcome advances, inappropriate comments, and quid-pro-quo behaviour, is a zero-tolerance offence.

Any employee who witnesses or experiences harassment must report it to their HR Business Partner or use the anonymous Ethics Hotline within 10 business days.

Retaliation against employees who raise complaints in good faith is itself a disciplinary offence.

4. Conflicts of Interest

Employees must disclose any personal, financial, or familial interest that could conflict or appear to conflict with their professional responsibilities.

Disclosure must be made in writing to HR and the employee's direct manager within 5 days of the conflict arising.

Employees must not participate in decisions where a conflict of interest exists until the matter is reviewed by HR and Compliance.

5. Confidentiality

All company information, client data, financial results, and strategic plans are confidential and must not be disclosed to unauthorised parties.

Confidentiality obligations survive the termination of employment for a period of 2 years.

Employees must not use company information for personal gain or share it on social media or public forums.

6. Use of Company Assets

Company equipment, software, and facilities are to be used primarily for business purposes. Reasonable personal use is permitted, but excessive personal use is prohibited.

Employees must not install unauthorised software on company devices.

Upon termination, all company assets must be returned on or before the last working day.

7. Reporting Violations

Employees who become aware of potential violations of this Code must report them to HR, their manager, or via the anonymous Ethics Hotline at ethics@company.com.

All reports will be investigated promptly, fairly, and confidentially.