

Conduct During Working Hours and Outside of Working Hours

During your working hours, you are expected to:

- Act honestly, ethically, and with integrity.
- Treat colleagues, clients, and the public with respect, fairness, and courtesy.
- Adhere to all applicable laws, regulations, and industry standards.
- Follow company policies, procedures, and codes of practice.
- Avoid conflicts of interest and declare any potential issues.
- Maintain confidentiality of company and client information.
- Refrain from engaging in any form of discrimination, harassment, or bullying.

Misconduct on company premises (which may be during your working hours, or outside of working hours) may lead to disciplinary action up to and including dismissal.

Although we respect your personal and private life, certain behaviour outside of work may have implications for us. As such, you are expected to:

- Avoid actions that could damage our reputation or public perception.
- Refrain from posting inappropriate or offensive content on social media that could be linked to your employment or our brand.
- Avoid engaging in illegal or unethical behaviour that could impact our trust towards you or credibility within your role.

Where your private conduct is deemed to have a negative impact on our business interests, reputation, or stakeholder trust, we reserve the right to investigate which may lead to disciplinary action.

Business Travel and Events

While representing us at conferences, meetings, or client engagements, you are expected to always maintain professional behaviour, including outside of formal working hours. Ensure moderate alcohol consumption and avoid substance abuse. Respect cultural and legal norms in host countries or regions.