



SMART 5 Consulting Limited

Ethics Policy

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Introduction	2
Aim	2
Objectives	3
Learning and Development	4
Communication	4
Measurement and Monitoring	5
Appendix 1 - The Law	6
Appendix 2 - Definitions of discrimination	7



Effective Date: [Date]

1. Introduction

SMART 5 CONSULTING LIMITED ("the Company") is dedicated to maintaining the highest standards of ethics and integrity in all aspects of its operations. This policy outlines the ethical principles that guide our business conduct and the behavior expected from all employees.

2. Purpose

The purpose of this policy is to provide a framework for ethical decision-making and to ensure that the Company's activities are conducted with integrity, transparency, and accountability.

3. Scope

This policy applies to all employees, contractors, consultants, temporary workers, volunteers, interns, and agents ("employees") working for or on behalf of the Company, as well as all third-party individuals and entities the Company engages with, including clients, suppliers, and business partners.

4. Core Ethical Principles

- Integrity: Conduct all business activities honestly, transparently, and with the highest level of integrity.
- Respect: Treat all individuals with dignity and respect, fostering an inclusive and supportive work environment.
- Accountability: Take responsibility for actions and decisions, and be accountable to stakeholders.
- Fairness: Engage in fair business practices, ensuring equal opportunities and avoiding discrimination.
- Compliance: Adhere to all applicable laws, regulations, and Company policies.

5. Policy Statements

- Honesty and Integrity: Employees must act with honesty and integrity in all business dealings, avoiding any actions that could damage the Company's reputation.
- Confidentiality: Protect the confidentiality of Company information and the privacy of individuals, ensuring that sensitive information is only shared on a need-to-know basis.
- Conflicts of Interest: Avoid situations where personal interests conflict with the interests of the Company. Disclose any potential conflicts to the appropriate authority.



- Anti-Bribery and Corruption: Do not engage in or tolerate any form of bribery or corruption. Report any suspicious activities to the designated compliance officer.
- Respect and Inclusion: Foster a culture of respect, inclusion, and diversity. Do not engage in or tolerate any form of harassment, discrimination, or bullying.
- Health and Safety: Ensure a safe and healthy work environment for all employees and visitors. Comply with all health and safety regulations.
- Environmental Responsibility: Minimize the environmental impact of the Company's operations and promote sustainable practices.

6. Responsibilities

- Management: Ensure that all employees understand and comply with this policy. Lead by example and promote a culture of ethical behavior.
- Employees: Adhere to the ethical principles outlined in this policy. Report any unethical behavior or breaches of this policy to management or the designated ethics officer.

7. Reporting and Compliance

- Employees are encouraged to report any concerns or suspicions regarding unethical behavior to their manager or the designated ethics officer. The Company is committed to ensuring that no one suffers any detrimental treatment as a result of reporting in good faith.
- All reports will be thoroughly investigated, and appropriate action will be taken to address any issues identified.

8. Training and Communication

- Training on this policy forms part of the induction process for all new employees. All existing employees will receive regular, relevant training on how to adhere to this policy.
- The Company's commitment to ethical behavior will be communicated to all suppliers, contractors, and business partners at the outset of our business relationship with them and as appropriate thereafter.

9. Monitoring and Review

- The Company will regularly monitor and review procedures designed to uphold ethical standards. Internal audits will be conducted to provide assurance that the Company's activities are aligned with this policy.

10. Sanctions for Breach

- Any breach of this policy by an employee will be grounds for disciplinary action, up to and including termination of employment. Any breach by a third party will be grounds for termination of the relationship and potential legal action.

11. Contact Information

For any questions or concerns regarding this policy, please contact:

SMART 5 CONSULTING LIMITED

Registered Address: 23 Quarles Park Road, Chadwell Heath, Romford, RM6 4DE, UK

Email: [appropriate contact email]

Acknowledgment

I, [Employee Name], acknowledge that I have read and understood the Ethics Policy of SMART 5 CONSULTING LIMITED, and I agree to comply with it.

Signature: _____

Date: _____

This policy will be reviewed annually and may be amended at any time to ensure its effectiveness.

SMART 5 CONSULTING LIMITED

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