



<b>Company Name:</b>	New Recruits Professional Services LTD
<b>Model Policy No.</b>	6
<b>Model Policy Name:</b>	Ethical Trading Policy
<b>Date:</b>	14/08/2020

### **Ethical Conduct Policy**

New Recruits Professional Services LTD are committed to doing the right thing in all aspects within our business. This requires that every day everyone working for us needs to have an unwavering dedication to the highest ethical standards. It is fundamental that every employee and worker carries a share of the responsibility for our conduct and contributes to our success.

Our business is built on four key values. These shape our behaviour toward customers and toward one another. Together, they drive our organisation forward. The values are:

#### **INTEGRITY**

We demand of each other and ourselves the highest standards of individual and corporate integrity. We do the right thing because it is the right thing to do. It is every employee's responsibility to safeguard organisation assets and foster an environment of trust with our -workers, customers, communities, and suppliers. We should always comply with all our organisation policies, meet legal requirements, and create an environment of transparency in which all reporting requirements are met.

#### **EXCELLENCE**

We routinely challenge ourselves to improve our products, services, and processes. We strive always to understand our customers' businesses and help them achieve their goals. We serve our customers by anticipating and responding to their needs. We are dedicated to diversity, fair treatment, mutual respect, and trust. We are committed to producing products and serving our customers with zero harm to people and the environment.

#### **TEAMWORK**

Our promote an environment encourages innovation and creativity, and delivers results through collaboration. We practice leadership that teaches, inspires, and promotes full participation and career development. We encourage open and effective communications and interaction with all workers and stakeholders, actively working together to keep each other safe and in good health. We believe that none of us is as capable or effective as all of us – and together, there is no limit to what we can achieve.

## ACCOUNTABILITY

We honour the commitments we make and take personal responsibility for all actions and results. Our actions match our words, and we demand responsibility – from ourselves and others – in everything we do. We operating on the basis that continuous improvement is an integral part of our culture.

Regardless of our position within the organisation, we share equal accountability for:

- Conducting business with integrity, preserving our strong reputation and expanding our position in the marketplace.
- Fostering an inclusive culture in which we all feel respected and have the opportunity to reach each our full potential.
- Providing a healthy and safe work environment, and complying with applicable environmental laws and regulations wherever we operate around the world contributing to the sustainability of the communities in which we live and work.