

SmartSol Consulting Staff Code of Conduct

INTRODUCTION

The purpose of this code is to promote high standards of conduct from all staff members at SmartSol Consulting.

All staff should make themselves aware of the context of the code, including the sources of advice and support available when in doubt about appropriate conduct, and the disciplinary action that can be applied where the code is breached.

EMPLOYEE RESPONSIBILITY

Employees are expected at all times to:

1. Treat each other, customers, suppliers and their representatives with courtesy and respect.
2. Comply with reasonable requirements or instructions given by the MD.
3. Carry out their duties with integrity, care and diligence.
4. Promote and protect the good reputation of the company (i.e., SmartSol Consulting).
5. Preserve the confidentiality of the Consulting company information attained by them in the course of their work.
6. Not to act in any way which is discriminatory towards individuals or groups for reasons of age, disability, sexual orientation, class, ethnicity, race, colour, faith, marital status or gender.
7. Be punctual to demonstrate respect for other and to make best use of working time.
8. Refrain from using offensive language.