

Comms-care Ethics Policy

1. Overview

The purpose for this policy is to establish a culture of openness, trust and integrity in business practices. Effective ethics is a team effort involving the participation and support of every Comms-care employee. All employees should familiarise themselves with the ethics guidelines.

Comms-care is committed to protecting all our interested parties and the Company from illegal or damaging actions by individuals, either knowingly or unknowingly. Comms-care addresses issues proactively in line with legislative and regulatory best practice under the guidance of our [parent company](#).

Comms-care will not tolerate any wrongdoing or impropriety at any time and does not endorse the practices of human trafficking or slavery either internally or by any of our interested parties. Comms-care will take the appropriate measures and act quickly in correcting the issue if the ethical code is broken. Any infringements of this code of ethics will not be tolerated.

2. Purpose

This policy emphasises our interested parties' expectation to be treated to fairly. This policy will serve to guide business behaviour to ensure ethical conduct.

3. Scope

This policy applies to employees, contractors, consultants, temporary staff and other workers at Comms-care, including all personnel affiliated with third parties.

4. Policy

4.1. Executive Commitment to Ethics

- 4.1.1. Senior Management within Comms-care lead by example. In any business practice, honesty and integrity is a top priority.
- 4.1.2. Management have an open-door policy and welcome suggestions and concerns from employees. This allows employees to feel comfortable discussing any issues and alerts management to concerns within the work force.
- 4.1.3. Management will disclose any conflict of interests regarding their position within Comms-care.

4.2. Employee Commitment to Ethics

- 4.2.1. Comms-care employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.
- 4.2.2. Every employee will apply effort and intelligence to maintain ethics.
- 4.2.3. Employees must disclose any conflict of interests regarding their position within Comms-care.
- 4.2.4. Employees will help Comms-care to increase customer and interested party satisfaction by providing quality services and timely responses to enquiries.

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4.3. Company Awareness

- 4.3.1. Promotion of ethical conduct within communications is expected.
- 4.3.2. Comms-care promotes a trustworthy and honest atmosphere to reinforce ethical behaviour within the Company.

4.4. Maintaining Ethical Practices

- 4.4.1. Comms-care reinforces the importance of integrity for all individuals, at all levels within the company.
- 4.4.2. Comms-care employees should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.

4.5. Unethical Behaviour

- 4.5.1. Comms-care avoids the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- 4.5.2. Comms-care do not tolerate harassment or discrimination.
- 4.5.3. Unauthorised use of company trade secrets and intellectual property, operational, personnel, financial and technical information integral to the success of our company will not be tolerated.
- 4.5.4. Comms-care does not permit impropriety at any time and will act ethically and responsibly in accordance with legislative & regulatory best practice.
- 4.5.5. Comms-care employees will not use corporate assets or business relationships for personal use or gain.

5. Enforcement

- 5.1. Any infringements of this policy by any interested parties will not be tolerated and Comms-care will act quickly in correcting the issue if the ethics policy is broken.
- 5.2. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Simon Day

Services Director on behalf of the Board of Directors

Last Reviewed Date: July 2020