



BUSINESS CONDUCT, ETHICS AND SYSTEM SECURITY POLICY

Policy Reference Number:

Policy Implementation Date:

November 2009

Policy Review Date:

October 2011



Haines Business Systems Ltd

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Business Conduct, Ethics and System Security Policy

Introduction

This policy describes the standards of conduct and behaviour expected of all employees of this company. It is expected, that all employees conduct themselves with the highest standards of ethics, in accordance with the values of the organisation.

All employees must:

- Ensure that they are familiar with their personal terms and conditions of employment;
- Ensure that they follow all company rules and procedures.

In accordance with this policy, it is expected that all managers and supervisors adhere to the following:

- Uphold and promote to their staff the company's expectations of appropriate standards of conduct;
- Make themselves aware of appropriate guidance and procedures when dealing with any conduct situations;
- Ensure that their own employees are, themselves, aware of any additional local rules that might be applicable;
- Ensure employees have access to information on any new changes, which affect them.

General Conduct

Conflicts of Interest and Outside Employment

Under the terms and conditions of employment, full-time members of staff are required to devote full-time to this employment. Under normal circumstances, you are not permitted to take outside employment where this may conflict with your job for this company. However, we do not wish to completely deny our employees the right to take additional jobs. You must obtain written consent to undertake any other employment whilst you are employed by this company. Your team leader or manager must provide such consent in writing.

If it becomes apparent that your additional jobs...