

Code of Conduct Policy

Excellent Global Solution Ltd

1. Purpose

The purpose of this Code of Conduct is to establish the standards of behaviour expected from all employees, contractors, consultants, temporary staff, and representatives of Excellent Global Solution Ltd. This policy promotes professionalism, respect, ethical behaviour, legal compliance, workplace safety, and protection of company reputation.

2. Scope

This policy applies to full-time employees, part-time employees, agency workers, contractors, consultants, and remote workers during working hours, company events, business travel, online communications, and any situation where an individual represents the company.

3. Professional Behaviour

All employees must treat colleagues, clients, and suppliers with dignity and respect; act honestly and professionally; follow lawful management instructions; and avoid behaviour that could damage the company's reputation. Bullying, harassment, discrimination, intimidation, or abusive behaviour will not be tolerated.

4. Equality, Diversity and Inclusion

Excellent Global Solution Ltd is committed to providing equal opportunities and maintaining a workplace free from unlawful discrimination in accordance with the Equality Act 2010.

5. Attendance and Timekeeping

Employees are expected to arrive at work on time, maintain satisfactory attendance, notify management promptly of absence or lateness, and follow sickness reporting procedures.

6. Health and Safety

All employees must follow health and safety procedures, report hazards or unsafe practices immediately, use equipment responsibly, and cooperate with safety training and compliance measures.

7. Confidentiality and Data Protection

Employees must protect confidential business information and comply with UK GDPR and the Data Protection Act 2018. Unauthorised disclosure of confidential information may result in disciplinary action and legal consequences.

8. IT, Email and Social Media Use

Company systems must be used responsibly and lawfully. Employees must not access inappropriate material, share confidential information online, or use company systems for illegal activities.

9. Anti-Bribery and Conflicts of Interest

Employees must avoid conflicts between personal and company interests and comply with the UK Bribery Act 2010. Bribery, fraud, corruption, or dishonest conduct are considered gross misconduct.

10. Disciplinary Action

Breaches of this Code of Conduct may result in disciplinary action in accordance with company disciplinary procedures and ACAS guidance. Serious breaches may result in dismissal.

11. Reporting Concerns

Employees are encouraged to report misconduct, unsafe practices, harassment, or illegal behaviour. Reports will be treated seriously and confidentially wherever possible.

12. Policy Review

This policy will be reviewed periodically to ensure compliance with UK employment legislation and business requirements.

Employee Acknowledgement

I confirm that I have read, understood, and agree to comply with the Code of Conduct Policy of Excellent Global Solution Ltd.

Employee Name:

Signature:

Date:
