

Code of Conduct Policy

Policy brief & purpose

At **Elite Project Solutions (EPS)**, our commitment is to foster a culture of integrity, professionalism, and accountability. This Code of Conduct outlines the principles and guidelines that employees must adhere to in order to maintain the highest ethical standards within the company.

Scope

This policy applies to all employees and underscores the expectations for ethical behaviour, integrity, and responsible conduct in all business activities.

Policy elements

Acting in the Best Interests:

Every employee is expected to act honestly, in good faith, and always in the best interests of the company.

Diligence and Responsibilities:

Employees must exercise due care and diligence in fulfilling their job functions and associated responsibilities.

Proper Use of Information:

Improper use of information acquired during employment is strictly prohibited.

Avoiding Improper Advantages:

Employees are prohibited from taking improper advantage of their position within the company.

Conflict of Interest:

Personal interests or those of associated persons must not conflict with the interests of the business.

Confidentiality and Information Ownership:

Employees must recognise that confidential information belongs to the company and should not be disclosed without proper authorisation.

Maintaining Company Reputation:

Employees must avoid engaging in conduct likely to bring discredit upon the organisation.

Responsibility to Shareholders and Stakeholders:

Recognising the primary responsibility to shareholders, employees should also consider the interests of all stakeholders when appropriate.

Independent Judgment:

Employees are expected to exercise independent judgment and take reasonable steps to ensure the soundness of all decisions.

Commitment to Compliance

This Code of Conduct is binding for all employees, emphasising our dedication to ethical conduct, accountability, and the highest standards of professionalism. Appropriate action will be taken in cases of non-compliance, ensuring a workplace culture that upholds integrity in all aspects of our operations. By adhering to these principles, we aim to foster trust, respect, and long-term success in all business endeavors.

APPROVED:

This Policy will be reviewed every 12 months to ensure its appropriateness, accuracy and value.



Craig Riding

Director



Derek McGuinness

Director