

# ETHICS POLICY

## 1. Overview

KES Solutions UK Ltd purpose for this ethics 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 KES Solutions UK Ltd employee. All employees should familiarize themselves with the ethics guidelines that follow this introduction.

KES Solutions UK Ltd is committed to protecting employees, partners, vendors and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When a KES Solutions UK Ltd employee addresses issues proactively and uses correct judgment, it will help set us apart from competitors.

KES Solutions UK Ltd will not tolerate any wrongdoing or impropriety at anytime. KES Solutions UK Ltd will take the appropriate measures to act quickly in correcting the issue if the ethical code is broken. Any infractions of this code of ethics will not be tolerated.

## 2. Purpose

Our purpose for authoring a publication on ethics is to emphasise the employee's, candidates and clients expectation to be treated to fair business practices. This policy will serve to guide business behaviour to ensure ethical conduct.

## 3. Scope

This policy applies to employees, contractors, consultants, temporary workers and other workers at KES Solutions UK Ltd, including all personnel affiliated with third parties.

## 4. Policy

### 4.1. Management Commitment to Ethics

4.1.1. Management within KES Solutions UK Ltd must set a prime example. In any business practice, honesty and integrity must be top priority.

4.1.2. Management must have an open door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert management to concerns within the work force.

4.1.3. Management must disclose any conflict of interests regarding their position within KES Solutions UK Ltd.

### 4.2. Employee Commitment to Ethics

4.2.1. KES Solutions UK Ltd 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 needs to apply effort and intelligence in maintaining ethics value.

4.2.3. Employees must disclose any conflict of interests regarding their position within KES Solutions UK Ltd.

4.2.4. Employees will help KES Solutions UK Ltd to increase candidate and client satisfaction by providing quality services and timely response to inquiries.

#### **4.3. Company Awareness**

4.3.1. Promotion of ethical conduct within interpersonal communications of employees will be rewarded.

4.3.2. KES Solutions UK Ltd will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

#### **4.4. Maintaining Ethical Practices**

4.4.1. KES Solutions UK Ltd will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager, director needs to consistently maintain an ethical stance and support ethical behaviour.

4.4.2. Employees at KES Solutions UK Ltd should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.

4.4.3. KES Solutions UK Ltd will establish a best practice committee to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed.

#### **4.5. Unethical Behavior**

4.5.1. KES Solutions UK Ltd will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.

4.5.2. KES Solutions UK Ltd will not tolerate harassment or discrimination.

4.5.3. Unauthorized use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated.

4.5.4. KES Solutions UK Ltd will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.

4.5.5. KES Solutions UK Ltd employees will not use corporate assets or business relationships for personal use or gain.

### **5. Enforcement**

5.1. Any infractions of this code of ethics will not be tolerated and KES Solutions UK Ltd will act quickly in correcting the issue if the ethical code 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.