

	Code of Conduct Policy	Doc Ref	CoCP01
		Version	01
		Date	17 Oct 2024
		Originator	Paul Sharples

Reelvision have created this policy to set out the expected day to day behaviours of all Reelvision staff, to create a safe, friendly and ethical workplace for everyone.

In order to achieve this, we will encourage and instruct all staff to operate within the following guidelines:

- Comply with all environmental, safety and fair dealing laws.
- Conduct ourselves in an ethical and responsible manner when dealing with our company’s finances, products, partnerships and public image.
- Respect our colleagues, customers, stakeholders and the community; we won’t allow any kind of discriminatory or rude behaviour, harassment or victimisation.
- Accept that everyone is entitled to their own opinion and the right to express it, even if it differs from our own.
- Accept that everyone is different; we all have histories and non-work experiences that shape how we are.
- Treat company, customer and colleagues property with respect.
- Show integrity and professionalism in the workplace and when representing the company offsite.
- Prohibit bribes for the benefit of any internal or external party.
- Conduct business above board and fairly.
- Avoid any personal, financial or other interests that may hinder our capability or willingness to perform job duties.

Senior management are responsible for implementing this policy and, as far as is reasonably practicable will ensure that:

- Regularly review this policy.
- This policy is effectively communicated and firmly embedded in the company’s and employees culture.
- Employees are educated, trained and motivated to carry out tasks in line with this policy
- Create an equal opportunities environment.
- Encourage communication and collaboration

Approved by



Quality Manager

Date

17/10/24