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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 to prevent risk of fraud.
- 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. We are committed to 100% of our staff being trained in preventing corruption and bribery by Dec 2026.
- Create an equal opportunities environment. We are committed to measuring and reporting on gender metrics.
- Encourage communication and collaboration

Approved by  Quality Manager Date 06/02/26