

1 Policy Statement

The Code of Ethics defines Charter Tech's commitment to ethical conduct, integrity, and social responsibility. This document outlines expected behaviours, values, and principles for all employees, Directors, Managers, Contractors, and other Agents representing the company. By adhering to this Code, we uphold our reputation and foster a culture of trust, accountability, and respect.

2 Scope

This policy applies to all Employees, Managers, Directors, Contractors, Consultants, and Third-Party representatives acting on behalf of Charter Tech, including Vendors, Suppliers, and other Business Partners. Compliance with this policy is mandatory.

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3 Core Values

Our company is built on the following core values, which guide our decisions and behaviours:

- Integrity: Act with honesty, fairness, and transparency.
- Respect: Value diversity and foster an inclusive, respectful work environment.
- Accountability: Take responsibility for our actions and their impact on others.
- Innovation: Pursue continuous improvement and creative problem-solving.
- Excellence: Strive for high standards and quality in all that we do.

4 Code of Conduct

a) Integrity and Honesty

Employees are expected to be truthful, transparent, and trustworthy in all professional interactions. Deceptive practices, including dishonesty, fraud, or misrepresentation, are strictly prohibited.

b) Compliance with Laws and Regulations

We are committed to following all applicable laws and regulations. Employees must be aware of, and comply with, the legal standards relevant to their roles and responsibilities, including anti-bribery, data protection, and labour laws.

c) Confidentiality and Data Privacy

Confidential company information, including client and partner data, must be protected. Employees are required to handle sensitive information responsibly, share it only with authorised personnel, and safeguard it from unauthorised access or disclosure.

d) Conflicts of Interest

Employees must avoid situations where personal interests conflict, or appear to conflict, with the company's interests. This includes financial interests, family connections, or external business relationships that could influence decision-making. Employees should disclose any potential conflicts to their Line Manager or the Managing Director.

e) Anti-Bribery and Corruption (See separate policy)

We do not tolerate any form of bribery or corruption. Employees are prohibited from offering, giving, or accepting bribes or kickbacks and must avoid any conduct that could be construed as corrupt.

f) Fair Dealing

We are committed to dealing fairly and respectfully with customers, suppliers, competitors, and colleagues. Employees must avoid any behaviour that could unfairly harm or exploit others and ensure our business practices align with this commitment.

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g) Workplace Conduct and Respect

A respectful, safe, and inclusive work environment is essential. Harassment, discrimination, or any form of disrespectful behaviour will not be tolerated. We value diversity and aim to provide equal opportunities regardless of race, gender, age, sexual orientation, religion, disability, or other personal characteristics.

h) Environmental Responsibility (See separate policy)

We are dedicated to sustainable practices that minimise our environmental impact. Employees are encouraged to adopt eco-friendly practices, reduce waste, and contribute to a cleaner, healthier environment.

5 Reporting Violations

Employees who witness or suspect violations of this Code are encouraged to report their concerns without fear of retaliation. Reports can be made to:

- Immediate Line Manager: In cases where concerns can be discussed directly.
- Head of Administration or Managing Director.

Retaliation against employees who report violations in good faith is strictly prohibited and may lead to disciplinary action.

6 Disciplinary Actions

Violations of this Code may result in disciplinary action, up to and including termination of employment. The company reserves the right to pursue legal action in cases of significant breaches.

7 Training and Awareness

Charter Tech provides regular training on ethics, compliance, and values to ensure all employees understand their responsibilities. Ongoing education reinforces the importance of ethical behaviour and adherence to company values.

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8 Policy Review

- This policy will be reviewed annually or in response to changes in legislation or organisational needs.
- Updates will be communicated to all employees.



D A BENHAM

MANAGING DIRECTOR

06-Nov-2024



B ELLIOT

HEAD OF ADMINISTRATION

06-Nov-2024

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