

Educ8tions Ltd.



Ethical Code of Practice  
(ECoP)  
Apr 2018 – Apr 2019



### Document Control

**Document Title:** Ethical Code of Practice

**Document Number:** **G8C21**

**Author:** Vonley Joseph

**Change Authority:** The Board of Directors

### Change History

Version	Date	Reason for change	Change by
0.1	01 <sup>st</sup> August 2016	First draft	Vonley Joseph
0.2	02 <sup>nd</sup> April 2018	Updated	Vonley Joseph

### Change Mechanism

Any person seeking to alter this document must consult the author before making any change.

Educ8tions Ltd Change Authority must endorse any alterations to the approved version of this document before any wider dissemination of the altered document.

The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

### Copyright

The copyright in this work is vested in Educ8tions Ltd, and the document is issued in confidence for the purpose for which it is supplied. It must not be reproduced in whole or in part or used for tendering or manufacturing purposes except under agreement or with the consent in writing of Educ8tions Ltd and then only on condition that this notice is included in any such reproduction. No information as to the contents or subject matter of this document or any part thereof arising directly or indirectly there from shall be given orally or in writing or communicated in any manner whatsoever to any third party being an individual firm or company or any employee thereof without the prior consent in writing of Educ8tions Ltd. Copyright© Educ8tions Ltd, 2016. All Rights Reserved





### Ethical code of Practice

Educ8tions Ltd Ethical Code of Conduct means we will:

- Respect the rule of law and comply with regulations and legislation
- Not participate in or condone corrupt or otherwise unacceptable business practices
- Treat our employees with respect at all times, act as an equal opportunities employer and not exploit labour; observe human rights and seek assurance that suppliers meeting our selection criteria maintain similar standards
- Promote a strong culture of health and safety and environmental and social awareness for the benefit of our customers, suppliers, employees and third parties
- Have concern and consideration for all people affected by Educ8tions Ltd operations and the products and services we offer
- Aim to provide continuous improvement of the products and services we supply
- Require equivalent levels of conduct from any party with whom we interact or who acts on our behalf
- Never knowingly engage in areas of business activity incompatible with social inclusion

Integrity and ethical behaviour is expected of all our employees at all times, whether dealing with colleagues, customers, suppliers or the public. Our objective at all times is to behave with integrity and to carry out our work and operations in a socially responsible and ethical manner. We believe in respecting the dignity and rights of individuals and cultures and avoiding conflicts of interest.

Although Educ8tions Ltd operates in the UK primarily, we recognise that human rights are universal. We have an Ethical Code of Conduct to which Educ8tions Ltd and our staff adhere and we apply the principles throughout our activities.

Our Conflicts of Interest Policy, which applies to directors and employees alike, prohibits staff from engaging in outside business activities without written consent. Staff are also required to disclose any external business interest or commercial activity that may create a conflict with their role and duties within Educ8tions Ltd.

Staff are not permitted to privately employ, or arrange for work to be carried out by a Educ8tions Ltd subcontractor. If our staff receive business gifts a strict monetary limit is placed on them.

We induct our employees in Educ8tions Ltd social and ethical standards and we expect them to understand and carry out their duties in accordance with our established values

