



ETHICS POLICY

The purpose of this policy is to provide guidance on the company's approach to achieving, and maintaining a culture of honesty, trust, and integrity, whilst conducting the company's business practices.

It serves to ensure all employees are aware of their individual, and collective, responsibilities to the Company's ethics.

Ceetak Ltd employees and board members shall uphold the highest standards of ethics and professional behaviour, in order to protect employees, business partners, and suppliers from any illegal, damaging actions, by taking the correct measures.

The policy applies to all employees, including contractors and consultants.

All employees are responsible for reading this document in its entirety, and for ensuring they comply with all the requirements stated.

Company's Commitment to Ethical conduct:

1. To set and lead by example. Honesty and integrity are of the highest importance.
2. To have an open door policy, which welcome suggestions and concerns from all employees.
3. Respect and treat all individuals with consideration, promoting a team environment.
4. To hold paramount the safety, health and welfare of all employees and the public, in the performance of the company's professional duties.
5. To collaborate and support partners and suppliers in carrying out the company's mission, in line with the company's ethics.
6. Not to engage with any business practice, process, or with any entity, that does not meet the company's ethic requirements.

Employee's commitment to Ethical conduct:

1. Engage in carrying out the company's mission in a professional manner, in line with the company's core values.
2. To disclose any conflicts of interests regarding their position within the company.
3. Respect and treat all individuals with consideration, promoting a team environment.
4. To recognise, the main function of the company is to serve the best interests of its current and future customers, with courtesy, respect, responsiveness and in a professional manner.
5. To respect the responsibilities of management, provide them with facts and advice as a basis for decision and policy making, uphold and implement decisions and policies adopted by the company.
6. To act with the highest level of professional competence and personal integrity, whilst encouraging professional development in others.
7. Not to engage with any business practice, process, or with any entity that does not meet the company ethics requirements.

DATE: 29/1/2018

**ANDY CLEAVER
MANAGING DIRECTOR**



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