



## **DistanceLearningCentre.com Ltd**

### **Ethical Business Policy**

DistanceLearningCentre.com Ltd (hereafter referred to as the Organisation) is committed to the highest standards of ethical conduct and integrity in its business activities with all stakeholders in the UK, and overseas.

This policy sets out the Organisation's position on prohibiting and preventing bribery, fraud, dishonesty, and illegal activity on which the Organisation takes a zero-tolerance approach. To this end, DistanceLearningCentre.com is committed to implementing effective measures to prevent, monitor, and eliminate the aforementioned.

This policy applies to all employees of the Organisation, temporary workers, consultants, contractors, third parties acting for, or on behalf of, the Organisation within the UK and overseas. Every employee and associated person acting for, or on behalf of, the Organisation is responsible for maintaining the highest standards of business conduct.

Any breach of this policy is likely to constitute a serious disciplinary, contractual, and criminal matter for the individual concerned, and may cause serious damage to the reputation of the Organisation.

In compliance with statutory legislations and to embed commitment to integrity and honesty, the Organisation will not sanction the following:

- Give or offer any payment, gift, hospitality, or other benefit in the expectation that a business advantage will be received, or to reward any business received.
- Accept any offer from a third party that is known or suspected to be made with the expectation that the Organisation will provide a business advantage for their business or anyone else.
- Give or offer any payment to a government official in any country to facilitate or speed up a routine or necessary procedure.
- Tangible assets and intangible assets such as computer systems, bespoke processes, software, intellectual property, trade secrets, and confidential information shall not be used for unauthorised or unlawful purposes or for personal gain.
- Engage in any business practice which is unethical or amounts to unfair competition.
- Unlawfully or inadvertently acquire, use or disclose to any third party, any proprietary information or intellectual property of another party.
- Engage in any activity or business practice whether unilaterally or in conjunction with any other party which is in breach of any applicable competition and/or antitrust law in the relevant jurisdiction.
- Unlawfully induce any party to breach a contract with any third party.
- Make false statements about a competitor's products and/or services.

## **Compliance and reporting**

Compliance with this policy and its principles is essential to our business success. The Executive Management Team (EMT) is responsible for ensuring these business principles are communicated to, and understood and observed by all employees and associates.

EMT requires employees to bring to its attention via HR any non-compliance to this policy. Reporting of breaches to this policy will be treated confidentially.

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**DistanceLearningCentre.com Ltd: 20/11/21; 07/11/24**