

IT Ninjas Ltd Code of Conduct

1. Introduction

Staff Members contribute their time and expertise to support a wide range of activities. Their contributions are very much valued by all who benefit from them. In order to support them and to assist them in understanding their roles while undertaking work on its behalf, IT Ninjas Ltd has adopted a Code of Conduct which sets out the expectations of decision-making and behaviour of staff and contractors undertaking activities on its behalf.

This Code is not intended to replace any other professional Codes that those concerned may be signed up to, but is intended to be additional and complementary. The attached Procedure will apply if difficulties arise.

All staff and contractors undertaking activities on behalf of the IT Ninjas Ltd are required to declare any relevant interests prior to undertaking particular activities.

2. Code of Conduct

It is the responsibility of staff and contractors of IT Ninjas Ltd to:

- Act within IT Ninjas Ltd, Statutes, Rules and the law
- Act in accordance with the Principles set out above.

More specifically, you must:

3. Value the dignity and worth of all persons, including other staff and clients:

- Respect individual, cultural and role differences including (but not exclusively) those involving age, disability, education, ethnicity, gender, language, national origin, race, religion, sexual orientation, marital or family status and socio-economic status.
- Respect the knowledge, insight, experience and expertise of others (including fellow staff).
- Work considerately and respectfully with all, maintaining relationships that respect diversity, different roles and boundaries, and ensure that you do not give offence;
- Contribute positively and interact in a respectful and professional manner even where there are differences in opinion;
- Refrain from engaging in any form of harassment of others;
- Respect the privacy and confidentiality of others.

4. Reflect on your own competence and performance:

- Operate within your bounds of competence and remain aware of the limits of your competent functioning;
- Withdraw when your professional competence and behaviour is impaired.

5. Value your responsibilities to others and to the company:

- Not engage in conduct that might bring IT Ninjas Ltd or the reputation of the profession into disrepute;
- Act in the best interest of IT Ninjas Ltd as a whole;
- Attend meetings or give apologies in advance for absence, and meet the attendance requirements that apply to a given meeting;
- Prepare adequately for meetings;
- Actively engage in discussion, debate and planning in meetings –Contribute to collective decisions and accept a majority decision.

4. Value accuracy, clarity and fairness in your interactions with all persons:

- Be honest and accurate in representing your professional opinion, experience, and knowledge;
- Address any problems that may arise from dual or multiple relationships;
- Register and declare all conflicts of interest and withdraw from any relevant decision-making.

6. Value honesty and integrity:

- Ensure that you do not receive any financial or non-financial benefit unless it is explicitly authorised by senior management.
- Value the highest standards in governance;
- Always respect confidentiality and, if the status of information is unclear, seek further advice.

7. Failure

- Any failure of the above policy will be held in a private meeting by senior management. This may include disciplinary procedure to occur or the law to be upheld. The results will be shared by all parties of the infringement.