

## ETHICAL CODE OF CONDUCT POLICY

All Employees of CCGT are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment with CCGT. The standards expected of employees include:

- Compliance with all company policies, procedures, rules, regulations and contracts;
- Compliance with all reasonable and legal instructions of Managers;
- Regular, open communication and liaison with Government and other training intermediaries at local level to foster growth of apprenticeships and traineeships;
- To be honest and fair in dealings with customers, clients, co-workers, Company Management and the general public;
- To maintain punctuality;
- To comply with Workplace Health and Safety regulations;
- To respect the Company's ownership of all Company funds, equipment, supplies, books, records and property;
- To maintain during employment with the Company and after the termination of employment, the confidentiality of any confidential information, records or other materials acquired during the course of employment with CCGT;
- While employed at CCGT, to not accept any employment with another organisation that is a supplier or competitor of CCGT, or any other employment that is in conflict with your position at CCGT;
- To dress in an appropriate manner and to ensure that appearance is presentable, clean, neat and tidy and to ensure that the Company Uniform is worn at all times;
- To not make any unauthorised statements to the media about the Company's business (requests for media statements should be referred to the Senior Management);
- No fighting in the workplace;
- No swearing in the workplace;
- No drugs or alcohol in the workplace.

Breaches of the Ethical Code of Conduct will be dealt with in accordance with the Discipline and Termination Policy.

Endorsed by the Board of Directors on ..... 11/04/2017 .....



CCGT Chairman



CCGT Senior Manager

