

## Code of Conduct

### Policy Statement

Our Code of Conduct details the legal obligations and regulatory requirements with which all employees must comply, and for which we are all accountable. If anyone believes that a violation of Our Code of Conduct has occurred, they must raise that concern to the Directors. We will not tolerate retaliation against anyone who raises a concern in good faith.

- We have zero tolerance for corruption and no employee may offer or accept bribes in any form or under any circumstance.
- We will not accept gifts or entertainment from potential or existing suppliers above a nominal value of £50, and will use good judgement when giving or receiving business gifts and entertainment. They will not be used to influence business decisions or outcomes. We will also actively seek to comply with our customers policies regarding business gifts and entertainment.
- A conflict of interest is a conflict between our personal interests and the interests of the Company or a customer. A conflict may arise if we have any interests that could interfere with our responsibilities as one&zero employees. We will disclose any such interests, and avoid situations that create them.
- We will conduct all of our business within the legal framework and jurisdiction under which it is operating and will never knowingly break the law.
- We treat all electronic records that are created or transmitted using company tools as company property. We expect employees to act with due diligence to protect the data, assets and digital interests of our customer and ourselves at all times.

### Scope

This policy applies to all employees and sub-contractors of the Company.

Jaimin Jethwa

Director

19 June 2016