

Ethics & Code of Conduct Policy

Introduction

It is important for the organisation and its employees to maintain high ethical standards in order to preserve its reputation in the marketplace.

Good ethics and conduct are important to ensure that the organisation meets not only its objectives in a fair and equitable manner but its wider social responsibilities externally. In addition, the organisation is committed to ensuring high ethical standards within the workplace.

All employees must uphold the highest standard of ethical and professional behaviour.

Compliance with the law

- Health & Safety – hold paramount the safety & health of all employees and the welfare of the public during the performance of professional duties.
- Environmental – we endeavour to protect our surroundings including the environment which includes but not limited to wastes, emissions, energy consumption and any use of materials and chemical concern.
- Data protection / GDPR.
- Employment Law

We expect employees to be ethical and responsible when dealing with the organisation's finances, products, partnerships and public image.

All employees should respect their colleagues. We will not allow any kind of discriminatory behaviour, harassment or victimisation. Employees must conform with our dignity at work policy and our equal opportunities policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Code of Conduct at work

We promote freedom of expression and open communication, but we expect all employees to follow our code of conduct - to avoid offending, participating in serious disputes and disrupting the workplace. We also expect employees to foster a well-organised, respectful and collaborative environment.

Personal appearance & conduct – That your conduct and appearance present Davall in a professional light at all times.

Corruption – We discourage employees from giving or accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

Job duties and authority – All employees should fulfil their duties with integrity and respect towards one another, customers, stakeholders and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their competencies and workload. Likewise, we expect team members to follow their supervisors and managers' instructions and complete their duties with skill and in a timely manner.

Absenteeism and lateness – Employees should attend work for their contractual hours and be punctual. We can make specific exceptions for occasions that prevent employees being able to do this.

Conflict of interest – We expect employees to avoid personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

Collaboration – Employees should be friendly and collaborative. They should not disrupt the workplace or present obstacles to their colleagues' work.

Communication – All employees must be open for communication with their colleagues, managers/supervisors or team members.

Confidentiality – Employees must not disclose any confidential or sensitive information.

Protection of the organisation's Property - All employees should treat the organisation's property, whether material or intangible, with respect and care.

Benefits – We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits the organisation offers.

Disciplinary action

The organisation may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our ethics or code of conduct. Disciplinary actions will vary depending on the offence.

We may have to take legal action in cases of corruption, theft, embezzlement, or other unlawful behaviour.