

Introduction

At Blis we trust our employees to act professionally and treat each other with respect. The purpose of this policy is to give employees a guide to the standards that we expect globally of our employees. Any serious infringements of our code of conduct may lead to disciplinary procedures. Our code of conduct includes:

- ✓ Application – where our code applies
- ✓ Employer/Employee Relations
- ✓ Professional conduct
- ✓ Duty of care
- ✓ Confidentiality
- ✓ Ethics
- ✓ Equality & Discrimination

1. Application

Our code of conduct practices apply when:

- in the workplace
- taking business trips
- attending work-related social events
- you are representing the company

2. Employer/Employee Relations

At Blis we expect both employees and employers to:

- acting honestly, openly, and without hidden or ulterior motives
- raise issues in a fair and timely way
- be constructive and cooperative
- be proactive in providing each other with relevant information and consider all information provided
- responding promptly and thoroughly to reasonable requests and concerns
- keeping an open mind, listen to each other and be prepared to change opinion about a particular situation or behaviour, and
- treating each other respectfully

3. Professional Conduct

All Blis employees should conduct all activities professionally and with integrity.

4. Duty of care

At Blis our actions will always conform to relevant law, and we expect the same of our employees. If employees have any doubt as to the law in relation to the workplace they should speak to HR.

As employers we have a duty of care to ensure that the working environment is safe for employees. Employees have the responsibility to ensure that they do not endanger themselves or others (please see our Health and Safety policy)

Confidentiality

Blis and its employees are committed to maintaining the highest degree of integrity in all our dealings with employees, colleagues and clients, both in terms of normal commercial confidentiality, and the protection of all personal information received.

Ethics

All employees represent the company and therefore should conduct services honestly and honourably.



Equality and discrimination

At Blis we must always strive to be fair and objective in our advice and actions, and never be influenced in our decisions, actions or recommendations by issues of gender, race, sexual orientation, colour, age or personal disability. (Please see our Equal Opportunities policy)