



## EQUAL OPPORTUNITIES & ETHICS POLICY

CALEDONIAN ENGLISH 2020

### PURPOSE

The purpose of this policy is to establish a culture of openness, trust and to emphasize the employee's and consumer's expectation to be treated to fair business practices. This policy will serve to guide business behaviour to ensure ethical conduct.

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# 1 EQUAL OPPORTUNITIES & ETHICS POLICY

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## Overview

CALEDONIAN ENGLISH is committed to protecting employees, partners, vendors and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When CALEDONIAN ENGLISH addresses issues proactively and uses correct judgment, it will help set us apart from competitors.

CALEDONIAN ENGLISH will not tolerate any wrongdoing or impropriety at any time. CALEDONIAN ENGLISH will take the appropriate measures act quickly in correcting the issue if the ethical code is broken.

## Purpose

The purpose of this policy is to establish a culture of openness, trust and to emphasize the employee's and consumer's expectation to be treated to fair business practices. This policy will serve to guide business behaviour to ensure ethical conduct. Effective ethics is a team effort involving the participation and support of every CALEDONIAN ENGLISH employee. All employees should familiarize themselves with the ethics guidelines that follow this introduction.

## Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at CALEDONIAN ENGLISH, including all personnel affiliated with third parties.

## Policy

### 1.1 EQUAL OPPORTUNITIES

- Caledonian English complies with the Equal opportunities policies and procedures as defined in EU and local law to prevent any discrimination on the grounds of sex, (including sexual orientation) race, disability and religion.
- Discrimination of any kind is not tolerated in any form in the recruitment of staff or in the admission of students.

### 1.2 EXECUTIVE COMMITMENT TO ETHICS

- Senior leaders and executives within CALEDONIAN ENGLISH must set a prime example. In any business practice, honesty and integrity must be top priority for executives.
- Executives must have an open door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert executives to concerns within the work force.
- Executives must disclose any conflict of interests regard their position within CALEDONIAN ENGLISH.

### 1.3 EMPLOYEE COMMITMENT TO ETHICS

- CALEDONIAN ENGLISH employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.

- Every employee needs to apply effort and intelligence in maintaining ethics value.
- Employees must disclose any conflict of interests regard their position within CALEDONIAN ENGLISH.
- Employees will help CALEDONIAN ENGLISH to increase customer and vendor satisfaction by providing quality products and timely response to inquiries.
- Employees should consider the following questions to themselves when any behaviour is questionable:
  - Is the behaviour legal?
  - Does the behaviour comply with all appropriate CALEDONIAN ENGLISH policies?
  - Does the behaviour reflect CALEDONIAN ENGLISH values and culture?
  - Could the behaviour adversely affect company stakeholders?
  - Would you feel personally concerned if the behaviour appeared in a news headline?
  - Could the behaviour adversely affect CALEDONIAN ENGLISH if all employees did it?

#### 1.4 COMPANY AWARENESS

- Promotion of ethical conduct within interpersonal communications of employees will be rewarded.
- CALEDONIAN ENGLISH will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

#### 1.5 MAINTAINING ETHICAL PRACTICES

- CALEDONIAN ENGLISH will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager, director needs consistently maintain an ethical stance and support ethical behaviour.
- Employees at CALEDONIAN ENGLISH should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.
- CALEDONIAN ENGLISH has established a best practice disclosure committee to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed.
- Employees are required to recertify their compliance to Ethics Policy on an annual basis.

#### 1.6 UNETHICAL BEHAVIOUR

- CALEDONIAN ENGLISH will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- CALEDONIAN ENGLISH will not tolerate harassment or discrimination.
- Unauthorized use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated.
- CALEDONIAN ENGLISH will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.
- CALEDONIAN ENGLISH employees will not use corporate assets or business relationships for personal use or gain.