

# Code of Conduct

## Purpose

Climate Strategies (“the Company”) is committed to a clear set of professional and ethical standards.

The policy’s purpose is to:

Provide a framework for the behavioural expectations of the Company’s staff and how and how staff can expect to be treated. The Company’s staff include those who are employed by or represent the Company in an official capacity including its Board members.

## Staff Standards

All staff are expected to adhere to the following standards:

#	Standard	Expectation
1	Compliance with law	Staff must work to protect the Company and its legal interests by complying with all industry, safety, privacy, and environmental laws.
2	Respect of people	Staff must respect individuals involved directly or indirectly with the activities of the Company. Discrimination, abuse, or harassment will not be tolerated.
3	Professionalism	Staff must show integrity and professionalism in every aspect of conduct, including matters involving absenteeism, communication, and adherence to Climate Strategies’ other policies.
4	Respect of work	Staff must fulfil their work with integrity and respect towards other individuals, groups, and organisations.
5	Conflict of Interest / Anti-corruption	Staff must avoid any personal, financial, or other interests that may interfere with the quality or integrity of their work.  Staff must avoid bribes or unlawful incentives of any form intended to benefit any internal or external party.
6	Respect of working environment	Staff must treat company property and their working environment with respect and care.

## Disciplinary Actions

Staff who are found to be in breach this code of conduct will be subject to appropriate disciplinary action. Following a clear warning, staff who persistently show inappropriate behaviour may face demotion, suspension, or termination.

If appropriate, Climate Strategies will involve external authorities and agencies such as the police. Legal actions may be taken in cases of theft, embezzlement, corruption, and other unlawful actions.

## Company Principles

The Company adheres to these guiding principles:

#	Standards	Expectation
1	Safeguarding	The Company is committed to protecting staff from and effectively responding to harm, abuse, or harassment.
2	Equality, diversity, and inclusion	The Company is committed to encouraging equality, diversity, and inclusion among its staff, and eliminating unlawful and unethical discrimination.
2	Privacy	The Company respects staff privacy whenever it is required to process, control, or store confidential information.
3	Development	The Company offers all staff the same opportunities for advancement, responsibility, and acknowledgement for their contribution to the Company.
4	Wellbeing	The Company respects the personal circumstances of staff and supports working arrangements that consider both work and personal obligations.
5	Transparency	The Company is open and transparent regarding its approach and commitments.
6	Accountability	The Company holds all individuals responsible for their actions and will ensure that where appropriate, those individuals hold others accountable too.

## Adoption and Review

This Code of Conduct was approved by the Managing Director on 10 June 2021 and endorsed by the Board on 17 June 2021. It also comes into force on that date.

The Senior Management Team/Board will, as appropriate, monitor, revise, and enforce this policy. The next date for review will be 17 June 2022.

## Version control

<b>Version</b>	3
<b>Prepared</b>	Tim Swinfen-Green
<b>Signed</b>	Andrzej Blachowicz
<b>Implemented</b>	17 June 2021