

## CODE OF CONDUCT

### 1. Policy Statement

Our employees and contractors contribute to the success of our organisation and that of our clients. All employees and contractors have an obligation to the business, our clients and themselves to observe high standards of integrity and fair dealing.

This policy outlines the standards of behaviour that BPM Health expects of all employees and contractors.

### 2. Scope

Our Code of Conduct Policy applies to all employees and contractors and provides the framework of principles for conducting business and dealing with other employees, clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence.

### 3. Obligations

All employees and contractors are expected to:

- Act and maintain a high standard of integrity and professionalism.
- Be responsible and ethical in the proper use of company information, funds, equipment and facilities.
- Be considerate and respectful of the environment and others.
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers.
- Avoid apparent conflict of interests, promptly disclosing to their respective division manager any interest that may constitute a conflict of interest.
- Promote the interests of BPM Health
- Perform duties with skill, honesty, care and diligence.
- Abide by policies, procedures and lawful directions that relate to their employment or engagement with BPM Health and its clients.
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts.
- Not offer or accept money, gratuities or secret commissions for any transaction whilst engaged with the Company.

Any employee or contractor, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

BPM Health expects cooperation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.



#### 4. Consequences for Breach of this Policy

Any employee or contractor in breach of this policy may be subject to disciplinary action, including termination or contractor engagement.

Should an employee have doubts about any aspect of the Code of Conduct, they can seek clarification from their Manager.

#### **Policies Control**

Current from	March 16th 2024
Replaces versions dated	N/A
Approved by	Director