

Univesco Code of Conduct

1. Introduction

Welcome to Univesco! Our Code of Conduct outlines the principles and standards that guide our daily operations and decision-making processes. It is designed to promote an ethical, transparent, and respectful workplace culture. All employees, directors, and affiliates of Univesco are expected to adhere to these guidelines.

2. Ethical Business Practices

2.1 Integrity and Honesty

- Conduct all business dealings with honesty and integrity.
- Ensure all communications and representations are accurate and truthful.
- Avoid any form of deception or fraud.

2.2 Compliance with Laws and Regulations

- Adhere to all applicable laws, regulations, and internal policies.
- Stay informed about legal and regulatory changes that may impact your role.

3. Workplace Conduct

3.1 Respect and Dignity

- Treat all colleagues, customers, and stakeholders with respect and dignity.
- Foster a workplace free from discrimination, harassment, and bullying.

3.2 Equal Opportunities

- Promote diversity and inclusion in the workplace.
- Provide equal opportunities regardless of race, gender, age, religion, or any other characteristic.

3.3 Health and Safety

- Maintain a safe and healthy work environment.
- Report any hazards or unsafe conditions promptly.

4. Professional Conduct

4.1 Confidentiality

- Protect the confidentiality of company information and intellectual property.
- Do not disclose sensitive information without proper authorization.

4.2 Conflicts of Interest

- Avoid situations where personal interests conflict with professional duties.
- Disclose any potential conflicts of interest to your supervisor.

4.3 Use of Company Resources

- Use company resources responsibly and for legitimate business purposes.
- Avoid misuse or personal use of company assets.

5. Reporting and Accountability

5.1 Reporting Violations

- Report any violations of this Code of Conduct to the appropriate authorities within the company.
- Use the established reporting channels for confidentiality and protection.

5.2 Accountability

- Understand that breaches of this Code may result in disciplinary action.
- Cooperate with any investigations into reported violations.

6. Implementation and Review

6.1 Training and Communication

- Participate in regular training sessions on ethical conduct and compliance.
- Stay informed about updates to the Code of Conduct.

6.2 Continuous Improvement

- Regularly review and update the Code of Conduct to reflect changes in laws, regulations, and business practices.
- Seek feedback from employees to improve the Code's effectiveness.

Conclusion

By adhering to this Code of Conduct, we ensure that Univesco remains a reputable and responsible company, committed to ethical business practices and a positive workplace culture. Thank you for your commitment to upholding these standards.