
SCOPE

This policy sets out guidelines on Code of Conduct for employees, contractors, clients and suppliers (“People”) of I-Cubed Group Ltd.

It outlines the standards of behaviour expected from employees, contractors, clients, and suppliers. We are committed to maintaining the highest ethical, professional, and legal standards. This policy ensures that all People engaged with I-Cubed Group Ltd conduct themselves with integrity, fairness, and respect.

We require that clients, customers, partners, stakeholders and suppliers, read and understand this policy and operate within it.

This policy will be shared with everyone and adherence and compliance will be monitored by our Chief Executive Team and will be reviewed on an annual basis or as needed in line with changes to legislation or business process.

We expect everyone to act within the spirit of this policy while working for or representing I-Cubed Group Ltd.

By engaging with I-Cubed Group Ltd all parties acknowledge their understanding and commitment to this Code of Conduct Policy.

STATEMENT

We are committed to maintaining the highest standards of professionalism, integrity, and ethical behaviour. Our Code of Conduct provides a framework to guide the actions and decisions of all People. It reflects our core values of respect, transparency, and responsibility.

This Code of Conduct applies to everyone and ensures that our actions align with our commitment to providing high-quality services, fostering a positive work environment, and contributing positively to the communities we serve.

PURPOSE

The purpose of this policy is to establish clear guidelines and expectations for ethical behaviour, professionalism, and integrity within I-Cubed Group Ltd. It serves as a foundation for how we conduct our business, interact with People and represent the organisation in all our dealings.

Specifically, the Code of Conduct aims to:

1. **Define Ethical Standards:** It provides a framework for ethical decision-making and establishes standards of honesty, fairness, and transparency that all People are expected to follow.

2. **Promote Professionalism:** The Code sets expectations for the highest level of professionalism in delivering services to our clients, ensuring that we maintain quality, competence, and reliability in all our engagements.
3. **Foster a Positive Work Environment:** It ensures that we cultivate a respectful, inclusive, and non-discriminatory workplace where all employees are treated with dignity, enabling them to perform at their best.
4. **Protect Confidentiality and Trust:** The Code emphasises the importance of maintaining client confidentiality, protecting sensitive information, and ensuring that trust is at the heart of every relationship we build.
5. **Prevent Conflicts of Interest:** It establishes clear rules for identifying and managing potential conflicts of interest to ensure decisions are made in the best interests of the company and its clients.
6. **Encourage Compliance with Laws and Regulations:** The Code serves as a reminder to comply with all relevant legal and regulatory requirements, industry standards, and internal policies.
7. **Promote Accountability and Responsibility:** It holds People accountable for their actions, encouraging everyone to take personal responsibility for adhering to the ethical principles and standards outlined in the Code.

CORE VALUES

Our core values guide all interactions and decisions. These values include:

- **Integrity:** Acting honestly and ethically in all matters.
- **Respect:** Treating everyone with dignity and respect.
- **Accountability:** Taking responsibility for our actions.
- **Professionalism:** Maintaining a high standard of professionalism in all work and communications.
- **Compliance:** Adhering to all applicable laws, regulations, and business policies.

GUIDING PRINCIPLES

This code serves as a guide to maintain professional integrity, respect, and compliance in all dealings, ensuring a positive and ethical working environment for all People.

EXPECTATIONS FOR EMPLOYEES AND CONTRACTORS

Employees and contractors are expected to:

- **Act Ethically and Lawfully:** Follow all applicable laws and regulations, as well as internal policies and procedures.
- **Maintain Confidentiality:** Safeguard confidential information belonging to the business, clients, and suppliers.
- **Avoid Conflicts of Interest:** Disclose any personal or financial interests that may conflict with the interests of the business or its clients.
- **Uphold Professionalism:** Exhibit professionalism in all dealings, including punctuality, reliability, and delivering quality services.
- **Non-Discrimination:** Avoid any form of discrimination or harassment based on race, gender, religion, sexual orientation, disability, or any other protected characteristic.

- **Health and Safety:** Follow all health and safety guidelines to ensure a safe working environment for all.
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EXPECTATIONS FOR CLIENTS

Clients are expected to:

- **Respect Agreements:** Honour all contractual agreements, including timelines, deliverables, and payment terms.
 - **Provide Honest Feedback:** Offer constructive and honest feedback to foster a collaborative working relationship.
 - **Maintain Ethical Standards:** Avoid any activities that could compromise the ethical or legal standing of I-Cubed Group Ltd or its employees.
 - **Treat All Parties Fairly:** Engage with our employees, contractors, and suppliers respectfully and without discrimination.
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EXPECTATIONS FOR SUPPLIERS

Suppliers are expected to:

- **Adhere to Quality Standards:** Ensure that all goods and services meet agreed-upon quality, safety, and environmental standards.
 - **Comply with Laws and Regulations:** Follow all relevant local and international laws, including labour laws, environmental regulations, and anti-corruption statutes.
 - **Practice Fair Business:** Engage in fair competition and avoid any forms of bribery, fraud, or unethical behaviour.
 - **Respect for Confidentiality:** Protect confidential information and avoid any unauthorised use of business or client information.
 - **Ensure Worker Welfare:** Provide a safe, respectful, and fair working environment for their employees and subcontractors.
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ADDITIONAL INFORMATION

Conflict of Interest

All parties and People are expected to avoid conflicts of interest that could negatively impact the business or its clients. Any potential conflicts should be disclosed promptly to ensure transparency and address any issues that may arise.

Non-Discrimination and Equal Opportunity

All parties are expected to foster an environment of inclusion and respect. Discrimination or harassment based on race, colour, gender, sexual orientation, disability, religion, nationality, or any other protected characteristic will not be tolerated.

Health and Safety

We are committed to ensuring a safe and healthy working environment and expect all parties to comply with health and safety. All parties must take responsibility for health and safety.

Use of Company Resources

Employees, contractors, clients, and suppliers are expected to use the business resources, including information, equipment, and finances, responsibly and only for legitimate business purposes. Any misuse or misappropriation will be subject to investigation and appropriate action.

Consequences of Non-compliance

Failure to comply with this Code of Conduct may result in disciplinary actions, including termination of contracts,

employment, or business relationships, depending on the severity of the violation. Legal action may also be pursued where applicable.

COMPLAINTS

All individuals have a duty to report any violations of this Code of Conduct. Reports can be made confidentially and without fear of retaliation. Anyone found retaliating against a person who has made a complaint or assisted in an investigation will face disciplinary action.

We take seriously all complaints of bullying, harassment, victimisation and unlawful discrimination by stakeholders, clients, customers, contractors, suppliers, visitors and any others in the course of our work activities.

Matters relating to complaints will be handled internally in the first instance. The intent of dealing with issues internally is not to undermine how seriously we take this but to provide People more avenues and opportunities to speak up.

Where this approach is not appropriate or People want more support, issues will be escalated in line with business areas policies and procedures.

IMPLEMENTATION OF THIS POLICY

We will ensure that all of our People are made aware of this policy and that it is easily accessible.

We will conduct regular training with our People to ensure they are aware of this policy and that the guiding principles in the policy are implemented in practice.

ACKNOWLEDGEMENT

Employees must sign the acknowledgment form to confirm that they have read and understood the Code of Conduct Policy Acknowledgment Form:

I, [Employee Name], hereby acknowledge that I have read and understood I-Cubed Group Ltd Code of Conduct Policy and agree to comply with its terms.

Signed:

Date:

Position: