

EMPLOYEE CODE OF CONDUCT POLICY

Policy Statement:

McSence Group's employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. All employees must protect our company's legality and reputation where they should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image. All employees should read and follow our company policies. If they have any questions, they should ask their Line Manager in the first instance.

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- ✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✚ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

Company Values: Your Line Manager has a duty to make you aware of this code of conduct and the McSence Group's values. If you believe that you are being required or asked to act in a way which conflicts with this code, you should raise it with your Line Manager and/or a member of the Senior Management Team (SMT). McSence Group's values:

- ✚ **Passionate:** Keeping our promises & act with integrity & determination
- ✚ **Dependable:** Consistently delivering to time, quality & budget
- ✚ **Co-productive:** Working with others as a team to make sum of the whole greater than the parts
- ✚ **Considerate:** Supporting clients, staff, communities & the environment
- ✚ **Innovative:** Forward thinking, always finding a better way of doing things

Respect in the Workplace: All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimisation. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment, customer care and performance evaluation to interpersonal relations with all those they interact with in business. You should not be subject to, or subject another employee to, unwelcome behaviour based on race, religion, gender, sexual orientation, ethnic origin, disability or impairment. This includes racial abuse, racially explicit derogatory statements, offensive jokes, racist graffiti or a racially offensive manner. Harassment includes bullying and is identified as any unwelcome behaviour that has the purpose or effect of creating an intimidating, hostile or offensive working environment for another employee, or that interferes with their work performance.

Protection of Company Property: All employees should treat our company's property, whether material or intangible, with respect and care where employees:

- ✚ Shouldn't misuse company equipment or use it frivolously
- ✚ Should respect all kinds of intangible property, this includes branding, trademarks, copyright and other property such as data, information, reports etc
- ✚ Employees should use the above to complete their job duties
- ✚ Employees should protect company facilities and other material property e.g., company cars, phones, laptops from damage and vandalism, whenever possible

Professionalism: All employees must show integrity and professionalism in the workplace:

- ✦ **Attendance at Work:** Employees should follow work patterns and/or shifts where the Line Managers can make exceptions on occasions that prevent employees from following standard working hours or days but, generally, we expect employees to be punctual when coming to and leaving from work. You are required to comply with the company's procedures in relation to recording your attendance and activities at work
- ✦ **Benefits:** We expect employees to not abuse their employment benefits, and this can refer to time off, insurance, facilities, subscriptions or other benefits our company offers
- ✦ **Collaboration:** Employees should be friendly and collaborative, and they should try not to disrupt the workplace or present obstacles to their colleagues' work
- ✦ **Communication:** All employees must be open for communication with their colleagues, line Managers or team members
- ✦ **Conflict of Interest:** We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties
- ✦ **Corruption:** We discourage employees from accepting gifts from clients or partners and we prohibit bribes for the benefit of any external or internal party
- ✦ **Job duties:** All employees should fulfil their job duties with integrity and respect toward customers, stakeholders and the community.
- ✦ **Line Management Authority:** Line managers mustn't abuse their authority where we expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow Line Managers instructions and complete their duties with skill and in a timely manner. We encourage mentoring throughout our company.
- ✦ **Personal Appearance:** All employees must follow our dress code and personal appearance guidelines

Behaviour Outside of Work: The McSence Group will be concerned about an employee's behaviour outside of work if it is clear that, as a result of their behaviour, their ability to do their job effectively, or to maintain good working relationships, has been seriously impaired, or the Company has been brought into disrepute. This list is not exhaustive and serves only to give an indication of the type of behaviour which is deemed unacceptable. All such cases will be handled through the normal disciplinary procedure but may result in dismissal if the employee is no longer capable of carrying out their job effectively, or of maintaining satisfactory working relationships with colleagues, clients, (sub) contractors, suppliers or customers. Examples of behaviour, which may raise these concerns, include but not limited to:

- ✦ Violence and fraud
- ✦ Harassment of fellow employees, customers, members of the public
- ✦ Acts which could lead to imprisonment
- ✦ Acts which may be seen to have seriously damaged the commercial interests or reputation of the business

Disciplinary Actions:

McSence Group may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation. Possible consequences include:

- ✦ Demotion
- ✦ Reprimand
- ✦ Suspension or termination for more serious offenses
- ✦ Detraction of benefits for a definite or indefinite time
- ✦ We will take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd*

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***Policy Amendments & Revisions:** This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*

POLICY