

Ascendant Training and Consulting Solutions LLP (hereby referred to as Ascendant<sup>™</sup>) is committed to maintaining the highest ethical standards and vigorously enforces the integrity of its business practices wherever it operates throughout the world. The following acts or behaviours will NOT BE TOLERATED at any Ascendant<sup>™</sup> operations:

- + Bribery and Corruption Ascendant<sup>™</sup> does not take part and/or encourage any of its employees in acts of corruption, or pay bribes or receive kickbacks either directly or indirectly from any party. Similarly, the employees may not offer to/or accept gifts, hospitality, rewards, benefits or other incentives that could affect either party's impartiality, influence a business decision or lead to the improper performance of an official duty.
- + Harassment and Discrimination Ascendant<sup>™</sup> will not tolerate any conduct which may constitute harassment or discrimination based on race, colour, national origin, religion, sex, marital status, physical or mental disability, medical condition, genetic characteristics, ancestry, citizenship or political affiliation. Verbal abuse will not be accepted by any form of communication, including sending derogatory emails or messages to individuals within the company and externally.
- + Drugs and/or Alcohol Ascendant<sup>™</sup> will not tolerate the possession or consumption of prohibited drugs and/or alcohol that affects the way people think and react which could cause injury, equipment and property damage, and damage to the company reputation.
- + Violence and Vandalism Ascendant<sup>™</sup> will not tolerate any violent acts or behaviours whether it is committed by our employees or non-employees including external parties. All Ascendant<sup>™</sup> equipment has an intended purpose within our business and must be kept and maintained in good condition for its intended purpose. Acts of vandalism to company equipment, vehicles, buildings or facilities are strictly prohibited.

Ascendant<sup>™</sup> will take reasonable steps to ensure that all employees, contractors, vendors and clients comply with this policy. Any employee who engages in prohibited conduct which falls within the scope of this policy will be subject to appropriate disciplinary action up to and including termination of employment without any benefits/cancellation of the contract and/or a legal case may be filed against the offending party(s).

This policy is communicated and understood within the organization and is reviewed by management at intervals for its continuing suitability.

Latest Review 02-June-2020

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