

Policy

Code of Conduct

Revision 0

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Code of Conduct Policy

1 Policy

Leverage Projects is committed to maintaining a workplace environment that is built on respect, integrity, and professionalism. This Code of Conduct Policy outlines the ethical and legal standards of behavior we expect from all employees, consultants, contractors, and anyone acting on behalf of Leverage Projects.

This policy is guided by the principles of:

1.1 Legal Compliance

We adhere to all applicable laws and regulations in the jurisdictions where we operate. This includes, but is not limited to, laws regarding anti-discrimination, anti-harassment, anti-bribery, data protection, and fair competition.

1.2 Ethical Conduct

We uphold the highest standards of ethical conduct in all our business dealings. This includes honesty, fairness, transparency, and accountability.

1.3 Respect for Others

We value diversity and treat everyone with dignity and respect, fostering an inclusive environment free from discrimination and harassment.

1.4 Confidentiality

We protect confidential information entrusted to us by our clients, partners, and employees.

1.5 Professionalism

We maintain a professional demeanor in all our interactions, representing Leverage Projects in a positive and credible manner.

This Code of Conduct Policy applies to all aspects of our work, including interactions with clients, colleagues, partners, and the wider community. It is the responsibility of everyone associated with Leverage Projects to read, understand, and comply with this policy.

2 OUR COMMITMENT

To ensure the effective implementation of this Code of Conduct, Leverage Projects commits to the following:

- We will clearly communicate this Code of Conduct to all employees, consultants, and contractors through onboarding processes, regular training, and accessible documentation.
- Our leadership team will demonstrate a strong commitment to ethical conduct and serve as role models for all employees.

- We encourage open communication and provide a safe and confidential environment for reporting concerns or seeking guidance regarding ethical dilemmas, emphasized by an Open Door Policy across the organization.
- We will promptly and thoroughly investigate any reported violations of this Code of Conduct fairly and impartially and take appropriate disciplinary action.
- We will regularly review and update this Code of Conduct to ensure it remains relevant and aligned with best practices and evolving legal requirements, and promoting a culture of continuous improvement at all times.
- We will provide regular training and resources to employees to enhance their understanding of ethical conduct and empower them to make responsible decisions.
- We prohibit any form of retaliation against individuals who report concerns or participate in investigations in good faith.

Leverage Projects believes that adherence to this Code of Conduct is crucial for building trust, maintaining our reputation, and achieving sustainable success. We are committed to fostering a workplace culture where ethical conduct is not just expected but celebrated.

Troy Jeanes

Managing Director

01st January, 2024

3 References

3.1 Internal Documents

- Anti-bribery and Corruption Policy
- Whistleblowing Policy
- Supply Chain Code of Conduct
- Supplier Vetting Procedure and Guidance

3.2 External Documents

- Ministerial Resolution No. 79 of 2023:

4 Abbreviations and Definitions

Term	Definition
N/A	N/A

5 Version History

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0	01-Jan-2024	First Issue	TJ	TJ	TJ

Initials:

TJ: Troy Jeanes, Managing Director

6 Amendment Record

This Policy is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of change and/or contextual additions or omissions is given below:

Page No.	Section	Context	Date
0	N/A	N/A	N/A

7 Company Proprietary Information

The electronic version of this Policy is the latest revision. It is the individual's responsibility to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled except when provided with a document reference number and revision.