

## Yada-Yada Audio Productions Ltd



### Standards of Business Conduct Required From Yada-Yada Audio Productions Ltd Employees

#### INTRODUCTION

1. Yada-Yada Audio Productions Ltd expects its staff (including temporary, agency, interim, contractor or consultant staff) to be scrupulously impartial and honest in all affairs relating to the Company and their job within it. All staff also bear a responsibility as employees to act as ambassadors for the Company in terms of their general conduct both within and outside the organisation. This policy outlines the responsibilities of staff working for the Company.

The duties of an employee are embodied in Common Law and built on by Statute.

2. Under Common Law the duties of an employee are as follows:
  - to be ready and willing to work;
  - to offer their services personally: for example they must not subcontract the work for which they are employed;
  - to take reasonable care in the exercise of that service, including the duty to be competent at work and to take care of the Company's property;
  - to not wilfully disrupt the Company's business;
  - to obey reasonable orders as to the time, place, nature and method of service;
  - to work only for the Company in the Company's time;
  - to disclose information to the Company relevant to the Company's business: for example that they might know or discover;
  - to hold solely for the Company the benefit of any invention relevant to the business on which the Company is engaged;
  - to respect the Company's trade secrets;
  - in general, to be of good faith and do nothing to destroy the trust and confidence necessary for employment;
  - to account for all benefits – monetary or in kind - received in the course of employment;
  - to not give or receive bribes or otherwise act corruptly
  - to indemnify the employer for loss caused by the employee.
3. United Kingdom Statute places further responsibilities on individual employees in regard to their own behaviour and their behaviour towards other employees.

## **STANDARD OF CONDUCT REQUIRED BY THE COMPANY**

### **Bribery and Other Corrupt Behaviour**

4. Yada-Yada Audio Productions Ltd has a strict anti-bribery and corruption policy in line with the Bribery Act (2010). A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.
5. If an employee bribes (or attempts to bribe) another person, intending either to obtain or retain business for the company, or to obtain or retain an advantage in the conduct of the company's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances the employee will be subject to formal investigation under the Company's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

### **Transaction of Private Business**

6. Employees having official dealings with contractors and other suppliers of goods or services must avoid transacting any kind of private business with them by any means other than the Company's normal commercial channels. No personal favours or transactions should be sought or accepted.

### **Visits to Conferences, Demonstrations etc**

7. The Company intends that when it is necessary for employees to visit conferences, demonstrations and similar occasions, it should bear the travelling and subsistence expenses itself unless otherwise approved by a senior manager.

### **Confidentiality**

8. At all times confidentiality must be maintained. No information can be released to unauthorised persons or organisations. The Chief Executive / Business Owner or other Senior Managers of the Company will inform employees of those authorised to receive information.
9. If doubt exists as to the validity of an organisation or individuals to receive information, this must be checked with your line manager.

### **Outside Interests and Employment**

10. Outside interests include directorships, ownership, part ownership or material shareholdings in companies, business or consultancies likely to seek to do business with the Yada-Yada Audio Productions Ltd. These should be declared to the company directors as should the interests of a spouse / partner or close relative.

### **Political and civic activities**

11. It is not the intention of Yada-Yada Audio Productions Ltd, or this policy, to dissuade employees from participating actively in public duties. It is important, however, that by doing so there is no suggestion to a third party that the employee is acting on behalf of, or with the support of, Yada-Yada Audio Productions Ltd. To avoid any misunderstanding, no Company employee should permit his or her company affiliation to be noted in any outside organisation's materials or activities without the express written approval of a member of company directors.

### **General Conduct**

12. Employees should at all times conduct themselves in such a way as to enhance the reputation of the Company.
13. These standards of conduct are intended to underpin and clarify standards required

by the Company of its employees and form a fundamental part of the employment contract. Staff who fail to comply with the guidance detailed in this Policy could be subject, following full investigation, to disciplinary action up to and including dismissal. If through their actions or omissions staff are found to be in contravention of either this Policy or, indeed, their legal responsibilities then the Company reserves the right to take legal action if it deems it to be necessary to do so.