

# CODE OF CONDUCT

## 1. Purpose

The purpose of a Code of Conduct is to ensure all directors, employees, volunteers and contractors of Cultural Infusion behave appropriately and practice standards of both professional and personal conduct that are consistent with Cultural Infusions values.

This document spells out the principles, standards, values and expectations that Cultural Infusion has of its employees.

This policy affirms Cultural Infusion's belief in responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that Cultural Infusion expects of all employees' belief in responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that Cultural Infusion expects of all employees

## 2. CI Mission

To build cultural harmony and wellbeing through contributing to a society that:

- values intercultural understanding
- utilises its cultural richness to benefit society as a whole and
- uses cultural and artistic expression as a means of promoting social cohesion

## 3. CI Vision

Our vision is a world that is culturally and socially cohesive that values the richness of our collective cultural heritage.

Our vision is a world that is culturally harmonious

## 4. CI Values

- Integrity
- Global responsibility
- Inclusiveness
- Innovation
- Intercultural understanding

## 5. Detailed Policy Statement

Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, Clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- Be considerate and respectful of the environment and others

- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers
- Avoid apparent conflict of interests, promptly disclosing to a Cultural Infusion senior manager, any interest which may constitute a conflict of interest
- Promote the interests of Cultural Infusion
- Perform duties with skill, honesty, care and diligence
- Abide by policies, procedures and lawful directions that relate to your employment with Cultural Infusion and/or our Clients
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts
- Under no circumstances may employees offer or accept money
- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

Cultural Infusion expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee in breach of this policy may be subject to disciplinary action, including termination.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from the Peter Mousaferiadis

This policy will be regularly reviewed by Cultural Infusion and any necessary changes will be implemented by Peter Mousaferiadis