

Code of Conduct

This Workplace Code of Conduct (“Code”) establishes the principles and expectations for professional conduct and ethical behaviour for all employees of Acculabs Diagnostics UK Ltd (ALD). By adhering to this Code of Conduct, we foster a positive, inclusive, and respectful work environment that aligns with our core values and organisational objectives.

1. Scope and applicability

This Code of Conduct applies to all employees. Contractors and temporary staff are also expected to adhere to this Code of Conduct while working for or on behalf of the company.

2. Core Values

- Judgement - You make wise decisions.
- Curiosity - You learn rapidly and eagerly.
- Passion - You inspire others with your thirst for excellence.
- Communication - You listen well, instead of reacting fast, so you can understand better.
- Innovation - You re-conceptualise issues to discover practical solutions to hard problems.
- Honesty - You are honest and truthful and demonstrate integrity.
- Impact - You understand and have adapted a circularity approach to support a sustainable workplace.
- Courage - You take smart risks.
- Humility - You share information, openly and proactively.

More information about ALD Company and Staff Values can be found in document **GEN 168 V1 - Acculabs Diagnostics UK Ltd Company and Staff Values**

3. Professionalism

Employees are expected to always conduct themselves in a professional manner. This includes punctuality, reliability, and commitment to delivering high-quality work.

Further information can be found on pg2 **HR 05 - Employee Handbook**

4. Respect and Inclusion

We value diversity and are committed to fostering an inclusive environment where all employees feel valued and respected.

Harassment, discrimination, or any form of bullying will not be tolerated.

Further information can be found on pg2 **HR 05 - Employee Handbook**.

5. Integrity and Ethics

Employees must act with integrity and uphold the highest ethical standards in all professional interactions.

This includes avoiding conflicts of interest and acting in the best interests of the company.

Further information can be found on pg2 **HR 05 - Employee Handbook**.

6. Dress Code

Employees are expected to dress in a manner that is appropriate for their role and the work environment.

PCY 35 - Dress Code Policy is available is available on the (I) Drive and is issued to all new starters.

7. Technology and Social Media Usage

Company technology and social media should be used responsibly and in accordance with company policies.

Confidential information must not be shared online or through social media platforms.

Form DP 02 - Confidentiality Agreement and **PCY 04 V6 - Acceptable Use Policy** are signed during the start of employment.

Further information can be found in **HR 05 - Employee Handbook**.

8. Health and Safety

Employees must comply with all health and safety regulations and report any hazards or unsafe conditions.

A commitment to maintaining a safe and healthy work environment is the responsibility of every employee.

Further information can be found in **HR 19 V1- Employee Safety Handbook** issued in induction.

9. Conflict Resolution

Any workplace conflicts should be resolved in a professional and respectful manner.

Employees are encouraged to seek the assistance of their supervisor or HR if needed.

10. Reporting Mechanisms

Employees are encouraged to report any unethical behaviour or violations of this Code of Conduct.

ALD is committed to protecting the anonymity and safety of those who report misconduct.

By adhering to this Code of Conduct, employees contribute to the success and reputation of ALD. Failure to comply with this Code of Conduct may result in disciplinary action, up to and including termination of employment.