



# Kallidus Code of Conduct Policy

Website version 3



# Kallidus Code of Conduct Policy

## Policy Statement:

At Kallidus, our culture is built on respect, integrity, collaboration and curiosity. The way we treat each other, our customers, and our work reflects who we are, not just as professionals, but as people.

This code of conduct outlines the standards and expectations that guide our behaviour every day. It exists to help us make thoughtful decisions and foster a positive and inclusive workplace.

The code applies to everyone at Kallidus, regardless of role, location, or level. It's here not to restrict us, but to support a shared understanding of what it means to act ethically, responsibly, and in alignment with our values.

We're all responsible for upholding these standards, and we encourage open, respectful dialogue whenever questions arise. Together, we can ensure that our work environment remains safe, supportive, and fair for all.



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## Integrity



We are true to our word.  
As a result, we build long lasting, trusting  
relationships. We do the right thing, even when  
it's the tougher option.

## Collaboration



We are proud to be a part of something bigger.  
We share ideas every day, knowing that  
openness generates better results. Working  
together comes naturally to us.

## Curiosity



We always dig deeper and ask 'why'? and  
'what if'?  
It's only by wanting to know more that  
innovation happens. Curiosity is the energy  
that drives us forward.



# Code of Conduct

## Ethics and Compliance

Employees are expected to comply with all applicable laws and regulations. Unethical behaviour, including fraud, dishonesty, and conflicts of interest, will not be tolerated. In fostering an environment of integrity and lawful conduct, we place great importance on compliance with local, national, and international laws and regulations.

### Legal Adherence

Employees must comply with all applicable laws and regulations.

### Commitment to Ethical Business Practices

We view compliance with legal standards as fundamental to our commitment to ethical business practices. Adherence to these legal standards is not only a fundamental expectation but a commitment to ethical business practices. This commitment extends beyond mere compliance; it reflects our dedication to conducting business with the utmost integrity, honesty, and transparency.

## Professionalism

All employees are expected to display a high standard of professionalism in all workplace interactions, including communication, and demeanour. It is all our responsibility to uphold the company's image and reputation through exemplary conduct.

Our emphasis on professional conduct goes beyond the routine execution of job responsibilities; it is a commitment to embodying the values and principles that define our organisational culture. Professionalism in communication, appearance, and behaviour is integral to creating a positive and respectful workplace.

**High Standard in Workplace Interactions:** Maintain professionalism in communication, and demeanour.

**Uphold Company Image:** Exemplary conduct contributes to the company's reputation and image and extends to punctuality in business meetings and professionalism with business partners.

**Embodiment of Organisational Values:** Professionalism extends beyond job responsibilities to embody our organisational values, such as in one's online presence in social media when posting in association with the company. By upholding the company's image and reputation through exemplary conduct, employees contribute not only to their personal growth but also to the collective success of the organisation. Professionalism reflects our dedication to excellence and a key driver of strong, lasting relationships with colleagues and customers.



## Respect in the Workplace

Kallidus is committed to creating a safe workplace free from discrimination, harassment, and disrespectful behaviour. Treat all colleagues, customers, and stakeholders with respect, in accordance with the following:

**Commitment to Inclusivity:** Creating a workplace free from discrimination and harassment is our commitment.

**Treat Everyone with Dignity:** Colleagues, customers, and stakeholders are to be treated with dignity and fairness.

**Dedication to Cultural Harmony:** Respect goes beyond compliance, fostering a culture where everyone feels valued and included.

In our pursuit of a diverse, inclusive, and welcoming workplace, our commitment to respect is non-negotiable. We recognise that fostering an environment free from discrimination and sexual harassment require proactive measures to ensure the dignity and fairness of all individuals.

By treating colleagues, customers, and stakeholders with respect, we not only create a harmonious workplace but also strengthen the bonds that drive collaboration and innovation.

This commitment extends beyond mere compliance with policies; it is a genuine dedication to creating a culture where everyone feels valued, heard, and included.

## Substance Abuse and Alcohol

Being under the influence of alcohol or drugs can seriously impair an individual's judgment and reactions, leading to an increased risk of accidents and injuries occurring. Alcohol and drug abuse problems can also have a detrimental effect on work performance and behaviour.

- Employees may not consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where they may still be under the influence of alcohol and drug effects, which may carry over to the working hours. This includes business functions where the employee is representing Kallidus. Special rules may apply in relation to alcohol, where the company sponsors an event for staff, such as the Christmas party. In these circumstances, any variation to the no-alcohol policy will be communicated in advance of the event.
- No employee shall be in possession of alcohol or illegal drugs in the workplace.
- No employee should try to report to work when unfit due to alcohol or drugs.
- No employee shall supply others with illegal drugs or alcohol in the workplace or at any company event.



- Employees who are taking prescription drugs should ensure that they are aware of any side effects and advise their manager or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others.

On an exceptional basis for company-sponsored social events such as the Christmas/Summer Parties, alcohol may be served on company premises or outside of the company premises with the explicit approval of the company's Chief Executive Officer. Employees who are permitted to consume alcohol on such occasions are required to exercise moderation and good judgement and to avoid operating a motor vehicle with a blood alcohol level above the legal standard. Employees may face disciplinary action up to and including termination of employment for violations.

## Property Use

Employees are responsible for the proper use and protection of company assets or intellectual property, including equipment, information, and facilities. Unauthorised use, theft, or damage will result in disciplinary action.

**Responsible Resource Use:** Employees are responsible for proper use and protection of company property.

**Prevention of Unauthorised Use:** Unauthorised use, theft, or damage will result in disciplinary action.

**Importance of Confidentiality:** Safeguarding sensitive information is crucial to the responsible use of company resources.

The responsible use and safeguarding of company resources are crucial to the efficient functioning and success of our organisation. Employees are entrusted with the proper use of company property, including equipment, information, and facilities. This extends to ensuring the confidentiality and security of sensitive information. Recognising the importance of these assets, any unauthorised use, theft, or damage is not only a breach of trust but also compromises the efficiency and integrity of our operations. Disciplinary measures are in place to emphasise the significance of this responsibility and to maintain a workplace where all resources are treated with the utmost care.

Please go to the [Kallidus Privacy Policy](#) for further information.

## Social Media

Kallidus acknowledges that many employees visit and participate on social media sites in a personal capacity, mostly without problems or incident. It is the choice of each employee as to whether they wish to use and participate on social media sites, but as with all types of public or media exposure, employees should be mindful that they represent Kallidus in their daily lives. Great care should be taken to eliminate the risk of personal and professional matters becoming linked and anything posted on social media should not be seen to bringing Kallidus into disrepute.



## Health, Safety, and Environment

Kallidus is committed to providing a work environment that prioritises the safety, health, and well-being of all employees. Everyone is expected to follow established safety protocols, maintain clean and organised workspaces, and promptly report any hazards or concerns. By working together, we ensure a workplace that is respectful, safe, and conducive to productivity and well-being.

All employees are encouraged—and expected—to promptly report any safety concerns, near-misses, or incidents to their supervisor or designated safety representative. Timely reporting helps prevent accidents, supports continuous improvement, and reinforces our shared responsibility for maintaining a safe workplace. Reports can be made without fear of retaliation and will be handled with discretion and urgency.

## Reporting Violations & Whistleblower Protection

Kallidus are committed to conducting their business fairly, honestly and with transparency and in compliance with all legal and regulatory obligations. We expect all Kallidus Directors, employees and anyone acting on our behalf to do the same and to maintain the highest standards of ethical business behaviour. A culture of openness and accountability is essential to prevent such situations and to address them when they do occur.

We encourage employees to raise any concerns in relation to code of conduct as soon as they arise, in the knowledge that concerns will be taken seriously, investigated and confidentiality will be respected.

For our full policy and investigating procedure, please see the **Kallidus Global Whistleblowing Policy** which can be found on our website.

## Disciplinary Action

The enforcement of our Code of Conduct is a critical component of maintaining a workplace aligned with our values. Disciplinary actions are not punitive measures but a means to address violations systematically, ensuring fair and consistent treatment with the goal of providing employees an opportunity for corrective action and growth. This framework allows us to uphold the standards outlined in our Code of Conduct and sustain an environment where individuals can thrive, learn, and contribute positively to our success.

By adhering to this Code of Conduct, we contribute to a positive work environment where everyone can thrive and contribute to the success of Kallidus.

To view the Kallidus Whistleblowing policy, click [here](#).

To view the Kallidus Code of Conduct, click [here](#).



## FAQs

Below are frequently asked questions that may not be covered by the company's code of conduct above. If you have a question that is not listed here, please don't hesitate to reach out the People and Culture team using [helpmewithhr@kallidus.com](mailto:helpmewithhr@kallidus.com).

### **What happens if I witness a violation of the Code of Conduct?**

Report any observed violations to your line manager or People and Culture team. Your report will be treated confidentially, and appropriate action will be taken. We also have a Whistleblowing policy that can be found on our website.

### **Are there specific guidelines for professional dress code?**

There is no set dress code, but we do ask that everyone dresses in a way that's appropriate for a professional environment. Clothing should be clean, respectful, and free from offensive language or imagery. Basically—use good judgment, be considerate of your coworkers, and wear what helps you feel confident and comfortable while doing great work.

### **What if I'm not sure whether something violates the Code?**

If you're uncertain, it's best to ask your line manager or a member of the People and Culture team. When in doubt, err on the side of transparency and integrity.

### **What resources are available for preventing harassment in the workplace?**

We provide training on preventing harassment and discrimination. Please access your [Learn](#) account to access this training. Additionally, the People and Culture team is available for confidential discussions and further assistance. We also have a **Global Sexual Harassment, Harassment and Bullying policy** on the [People and Culture hub](#) (employees only) for further information.

### **Can I use company property for personal use?**

Company property is intended for business purposes. Limited personal use may be acceptable, but it should not interfere with work duties or violate any policies.

### **How often will the Code of Conduct be reviewed and updated?**

The Code of Conduct will be reviewed regularly and updated as needed to reflect changes in laws, regulations, or company policies.

### **What should I do if I have questions about ethical dilemmas?**

We would encourage you to speak with your line manager or contact the People and Culture team for guidance on ethical concerns.

### **Is retaliation against whistleblowers prohibited?**

Yes. Retaliation against employees reporting violations in good faith is strictly prohibited and will be treated as a serious offense. Anyone who chooses to speak up about violations are entitled to employee rights that prohibit retaliation.





### **Can employees provide input into policy changes?**

Yes. Kallidus actively encourages employee feedback for policy improvements to ensure fairness and transparency.