

hackajob

CODE OF CONDUCT

1. hackajob Ltd. a limited company registered in England under company number 09279930 with its registered office on the 3rd Floor 1 Ashley Road, Altrincham, Cheshire, United Kingdom, WA14 2DT (“hackajob”) sets certain basic expectations regarding the conduct of those who work in any capacity for or on behalf of hackajob, and for third parties which come into contact with hackajob. This policy is supplemented by specific policies relating to equality of opportunity and bullying and harassment and is therefore not exhaustive in the standards and obligations that apply to hackajob.
2. This policy may be updated from time to time and does not form part of any employee’s contract of employment.
3. Those who work in any capacity for or on behalf of hackajob, or who come into contact with hackajob in connection with their engagement with hackajob and its partners, will:
 - 3.1. be treated with respect, courtesy, and professionalism;
 - 3.2. act with honesty and integrity;
 - 3.3. demonstrate openness and inclusivity;
 - 3.4. promote diversity;
 - 3.5. not tolerate racism, sexism, or any other form of prejudice or intolerance;
 - 3.6. not engage in unlawful discrimination;
 - 3.7. refrain from engaging in any conduct which could be construed as amounting to harassment, victimisation, or bullying;
 - 3.8. not conduct themselves in a threatening or intimidating manner;
 - 3.9. not use disparaging, ridiculing, offensive, or insulting behaviour, language, or gestures;
 - 3.10. comply with all applicable laws and regulations;
 - 3.11. work in a collegiate and collaborative manner, where appropriate;
 - 3.12. respect confidential and commercially sensitive information, and will enter into and comply with any necessary agreements in this regard;
 - 3.13. avoid and, where necessary, report any actual or potential conflict of interest;
 - 3.14. avoid behaving in a way that discredits hackajob or undermines public trust and confidence in hackajob and/or its activities; and,
 - 3.15. challenge and report any behaviour which does not accord with this Code of Conduct.
4. Any failure to comply with this Code of Conduct will be dealt with in a timely and proportionate manner, having regard to the severity and impact of any actual, suspected or alleged breach. Serious or repetitive breaches by persons working for hackajob or on its behalf in any capacity may constitute gross misconduct and result in disciplinary action in respect of employees, or in the termination of contractual arrangements in respect of others. Serious or repetitive breaches by third parties coming into contact with hackajob in connection with hackajob

business may result in the termination of contractual arrangements.

November 2024