

# Fusion Group Ethics Policy

## 1. Purpose

This policy has been created to provide a framework and guidance on the company's approach to achieving and maintaining good business behaviour by means of sound ethical conduct.

It serves to ensure that all employees are aware of their individual and collective responsibilities with regards to the company's ethics, and to emphasise our employees' and customers' expectations to being treated fairly and in accordance with good business practises.

All employees are responsible for reading this document in its entirety and for ensuring that they comply with all the policy requirements as stated within this document.

The purpose of this ethics policy is to maintain a culture of openness, trust and integrity in the company's business practises. Effective ethics is a 'team effort' involving the participation and support of every Fusion GBS employee.

Fusion GBS is committed to protecting employees, business partners and suppliers from illegal or damaging actions by individuals, either knowingly, or unknowingly. When Fusion GBS addresses issues proactively and uses correct judgement, it will help to set the company apart from its competitors and help further enhance its reputation.

Fusion GBS will not tolerate any wrongdoing or impropriety at any time. The company will take the appropriate measures and act quickly where the 'ethical code' is broken.

## 2. Scope

This policy applies to all employees, contractors, consultants and part time employees of Fusion GBS.

## 3. Policy

### **Fusion GBS Board's commitment to Ethics:**

- Comply with the Company's legal obligations to provide a safe and healthy working environment for all staff.
- That Integrity is one of the company's core values.
- To set and lead by example. In any business practise, honesty and integrity are of the

highest importance.

- To have an “open-door” policy and welcome suggestions and concerns from all employees. This creates an environment that will allow employees to feel comfortable discussing any issues and will serve to alert Directors to concerns within the company.

**Employees’ commitment to Ethics:**

- To disclose any conflicts of interests regarding their position with the company.
- To engage in carrying out the company’s mission in a professional manner and in line with the core values of the company which includes integrity.
- To recognise that the main function of the company is at all times to serve the best interests of its current and future customers, and to do this with respect, concern, courtesy and responsiveness.
- To treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practises.
- To treat all persons with respect and consideration, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
- To respect the structure and responsibilities of management, provide them with facts and advice as a basis for decision and policy making, and uphold and implement decisions and policies adopted by management.
- To demonstrate the highest standards of personal integrity, truthfulness and honesty in all activities in order to inspire confidence and trust in such activities, both internally and externally.
- To strive for personal and professional excellence, encourage the professional development of others and keep up to date on emerging issues affecting the Company
- To conduct themselves at all times with professional competence, fairness and impartiality Company’s commitment to Ethics.
- To hold paramount the safety, health and welfare of the public in the performance of the company’s professional duties.
- To keep the local communities informed about issues which may affect them.
- To collaborate with and support partners in carrying out the company’s mission and in line with the company’s ethics policy.
- To build professional reputations on the merit of our capabilities and refrain from competing unfairly with others.
- Not to engage in any business practise or process or with any entity, including potential customers, that does not match the Company’s ethical standard.

## **4. Responsibilities**

Should an employee be in any doubt about a relevant course of action, require clarification on a particular issue, or want to report a potential breach of Fusion GBS's ethical code, they should report directly to their line manager/Director or independently to the Chief Executive Officer, or in a case involving the Chief Executive Officer, to the Chairman.

- The topic/issue will then be recorded by the Chief Executive Officer and dealt with as quickly and efficiently as possible, and by the Chief Executive Officer if appropriate. Failure to comply with this policy is, in general, a matter of misconduct and may lead to disciplinary action.
- Managers are directly responsible for ensuring this Policy is adhered to by their staff.
- The Fusion Group CEO are responsible for ensuring maintenance, regular, review, and updating of this Policy.
- All staff will adhere to this policy. Non-compliance will be subject to investigation and may result in disciplinary action.

## **5. Review and Maintenance**

This policy will be held by the Chief Executive Officer on behalf of the Fusion GBS board and will be reviewed annually or on significant change to ensure that it remains relevant, effective, and fit for purpose, both internally with all employees and externally regarding changing social and moral attitudes and business best practise.

## 6. Change Control

Author	Version	Change Details	Date
T. Drewitt	0.1	Initial draft	02/11/2019
J. Bowman	0.2	Rebranding and review for MISG	22/11/2019
J. Bowman	0.3	Updated Responsibilities, Review & Maintenance sections.	25/11/2019
J. Bowman	1.0	Reviewed and approved by MISG	05/03/2020
N.Nagasasidhar	1.1	MISG Annual Policy Review	01/09/2020
J. Bowman	1.2	Incremental updates to maintenance review	26/07/2021
J. Bowman	1.3	MISG Annual Policy Review	26/07/2022