

Ethics Policy

1. Overview

Stanford & Green is committed to protecting employees, partners, vendors and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When Stanford & Green addresses issues proactively and uses correct judgment, it will help set us apart from competitors.

Stanford & Green will not tolerate any wrongdoing or impropriety at any time. Stanford & Green will take the appropriate measures act quickly in correcting the issue if the ethical code is broken.

2. Purpose

The purpose of this policy is to establish a culture of openness, trust and to emphasise the employee's and consumer's expectation to be treated to fair business practices. This policy will serve to guide business behaviour to ensure ethical conduct. Effective ethics is a team effort involving the participation and support of every Stanford & Green employee. All employees should familiarise themselves with the ethics guidelines that follow this introduction.

3. Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at Stanford & Green including all personnel affiliated with third parties.

4. Policy

4.1 Executive Commitment to Ethics

- 4.1.1 Directors and managers within Stanford & Green must set a prime example. In any business practice, honesty and integrity must be top priority for executives.
- 4.1.2 Executives must have an open-door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert executives to concerns within the work force.
- 4.1.3 Executives must disclose any conflict of interests regarding their position within Stanford & Green.

4.2 Employee Commitment to Ethics

- 4.2.1 Stanford & Green employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.
- 4.2.2 Every employee needs to apply effort and intelligence in maintaining ethics value.
- 4.2.3 Employees must disclose any conflict of interests regarding their position within Stanford & Green.

- 4.2.4 Employees will help Stanford & Green to increase customer satisfaction by providing quality services and timely responses to inquiries.
- 4.2.5 Employees should consider the following questions to themselves when any behaviour is questionable:
 - Is the behaviour legal?
 - Does the behaviour comply with all appropriate Stanford & Green policies?
 - Does the behaviour reflect Stanford & Green values and culture?
 - Could the behaviour adversely affect company stakeholders?
 - Would you feel personally concerned if the behaviour appeared in a news headline?
 - Could the behaviour adversely affect Stanford & Green if all employees, did it?

4.3 Company Awareness

- 4.3.1 Promotion of ethical conduct within interpersonal communications of employees will be rewarded.
- 4.3.2 Stanford & Green will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

4.4 Maintaining Ethical Practices

- 4.4.1 Stanford & Green will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager, director needs to consistently maintain an ethical stance and support ethical behaviour.
- 4.4.2 Employees at Stanford & Green should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.
- 4.4.3 Stanford & Green has established a best practice disclosure committee to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed.
- 4.4.4 Employees are required to recertify their compliance to Ethics Policy on an annual basis.

4.5 Unethical Behaviour

- 4.5.1 Stanford & Green will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- 4.5.2 Stanford & Green will not tolerate harassment or discrimination.
- 4.5.3 Unauthorised use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated.
- 4.5.4 Stanford & Green will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.
- 4.5.5 Stanford & Green employees will not use corporate assets or business relationships for personal use or gain.

5. Policy Compliance

5.1 Compliance Measurement

The compliance manager will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback.

5.2 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6 Revision History

Date of Change	Responsible	Summary of Change
January 2020	A McDonald	Updated and converted to new format.
January 2021	M Stanford	Reviewed and updated
January 2023	M Stanford	Reviewed and updated
January 2025	M Stanford	Reviewed – No changes required
January 2026	M Stanford	Reviewed – No changes required