

Unily Global Code of Conduct

At Unily, we are committed to fostering a secure, inclusive, and high- performing workplace. Our culture is built on integrity, transparency, and respect for one another. We strive for excellence in all aspects of our work, continually seeking to improve and innovate. By embracing these standards, we uphold Unily's values, promote ethical business practices, and continuously strive for improvement to create exceptional experiences for our employees, customers, and partners.

About this Code of Conduct

The purpose of this code of conduct (Code) is to:

- Explain Unily's core values and expectations of our workforce (and customers and suppliers).
- Provide information and guidance in relation to how we should conduct ourselves when carrying out Unily's business. We expect our workforce to adhere to our core principles.

Who this Code applies to

This Code applies to all persons working for us or any group company, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns and individual temporary or fixed term contractors, wherever they may be located. We also expect our clients, partners, and vendors to engage with our teams respectfully and professionally.

This Code does not form part of any contract of employment or contract to provide services and we may amend it at any time.

Unily's core principles

Integrity and ethical behaviour

- Act with honesty, transparency, and professionalism in all interactions.
- Avoid conflicts of interest, collusion, or anticompetitive behaviour.
- Maintain compliance with global regulatory and legal requirements.
- Protect company, employee, and customer information, and do not disclose sensitive or proprietary data to third parties without authorisation.
- We take responsibility for our actions and their impact on others, aiming to rectify any issues promptly.

Respect and inclusion

- Foster an inclusive workplace where all staff feel valued.
- Treat colleagues, clients, and partners with respect, embracing diverse perspectives.
- Uphold a zero-tolerance stance on discrimination, harassment, or bullying.



Collaboration and open communication

- Support principles of transparency, openness, and fairness in decision-making.
- Foster teamwork and constructive feedback while maintaining professionalism.
- Resolve disputes respectfully and follow established resolution processes.
- We believe in open communication, ensuring that our actions and decisions are clear and understandable.

Unily's expectations

Professional Conduct

Honesty and Fairness

Misrepresentation, fraud, and deceit are strictly prohibited. Fairness should guide our interactions with customers, colleagues, and competitors.

Confidentiality

Protecting the confidentiality of sensitive information is paramount. Employees must not disclose proprietary, confidential, or personal data without proper authorisation. This includes adhering to data protection laws and company policies in this area.

Conflict of Interest

Employees must avoid situations where personal interests could conflict with those of the company.

Compliance with Laws

Our company is committed to complying with all relevant laws and regulations, including (but not limited to) those related to employment, health and safety, data protection, and intellectual property. Employees and contractors are expected to familiarise themselves with these laws and always adhere to them.

Workplace Environment

Harassment and Discrimination

We are committed to providing a work environment free from harassment and discrimination. Any form of bullying, harassment, or discriminatory behaviour based on protected characteristics (race, gender, age, disability, sexual orientation, or any other protected characteristic) or non-protected traits (appearance, social status, personal style, political views, etc.) where such treatment creates a hostile work environment is unacceptable.

Health and Safety

The health and safety of our employees is a top priority. We adhere to all health and safety regulations and strive to provide a safe and supportive workplace.

Diversity and Inclusion

We value diversity and inclusion, recognising the strength that comes from varied perspectives and backgrounds. Our company promotes equal opportunities and seeks to create an inclusive culture where everyone can thrive.



Conduct Towards Customers and Partners

Quality and Excellence

We are committed to delivering products and services of outstanding quality. We strive for excellence in our work, ensuring that customers receive the best possible solutions and services and that we respond to customer requests promptly and thoroughly.

Honest Communication

Transparency and honesty are key in our interactions with customers and partners. We provide accurate information and do not make false promises. Misleading or deceptive practices are strictly forbidden.

Confidentiality

As with internal practices, maintaining the confidentiality of customer and partner information is essential. We adhere to confidentiality agreements and ensure that sensitive data is protected.



Ethical Business Practices

Anti-Bribery and Corruption

Our company has a zero-tolerance policy towards bribery and corruption. We adhere to anti-bribery laws and regulations.

Fair Competition

We believe in competing fairly and ethically.

Sustainability

Our company is committed to sustainable business practices. We strive to minimise our environmental impact and promote sustainability in our operations. Employees are encouraged to contribute to these efforts.

Your responsibilities

Please ensure that you read, understand and comply with this Code. Unily is committed to enforcing these guidelines consistently and fairly.

