

CODE OF CONDUCT POLICY

All WML Consultants employees are subject to a Code of Conduct Policy to ensure the highest productivity level in the workplace for the benefit of our company and our clients. During their induction process with WML Consultants, all employees are informed about the rules and conditions under which we operate. Employees of WML Consultants are also informed about the actions that the company will take if this Code of Conduct is breached.

WML Consultants will not tolerate the following by our employees or by our customers:

- Discrimination – direct or indirect discrimination
- Sexual harassment and discrimination
- Racial and religious discrimination
- Drug or substance abuse in the workplace
- Theft from WML's clients or projects
- Fraud
- Drunken behaviour – even after hours whilst on site
- Vandalism
- Any overt offensive behaviour
- Misconduct according to our clients' standards

All WML employees who are involved in this type of behaviour will be investigated. As a company we **DO NOT TOLERATE** these behaviours and investigation may lead to immediate dismissal of their employment contracts. If the client is involved in this behaviour, WML Consultants will investigate and may remove personnel or cease trading with the client's business.

Each employee and customer engaged by WML Consultants is responsible for maintaining a high level of creditability and professionalism at all times.

We trust your compliance regarding this policy will be maintained now and in the future.



Stephen R. Woodhouse, CEO

26th September 2019