



Employee Code of Conduct

1. Purpose

This Code of Conduct sets out the standards of behaviour, professionalism and integrity expected of all employees, contractors and temporary workers at Wizard Pi Ltd.

It exists to ensure that everyone working at Wizard Pi contributes to a positive, respectful, ethical and legally compliant workplace, and represents the company appropriately to clients, partners and the wider community.

This Code should be read alongside other company policies, including (but not limited to) the Equality & Diversity Policy, Disciplinary & Grievance Procedures, Whistleblowing Policy and Health & Safety Policy.

2. Scope

This Code applies to:

- All employees of Wizard Pi
- Freelancers, contractors and temporary staff where relevant
- All work-related activities, including client meetings, events, travel, online communication and social media where connected to Wizard Pi

3. Professional Behaviour

All individuals are expected to:

- Act honestly, responsibly and with integrity at all times
- Treat colleagues, clients and partners with respect, fairness and professionalism
- Communicate clearly, constructively and courteously
- Take responsibility for their actions and decisions
- Act in a way that supports collaboration, inclusion and trust

Harassment, bullying, discrimination or victimisation of any kind will not be tolerated.

4. Equality, Diversity & Inclusion

Wizard Pi is committed to providing a workplace free from discrimination and harassment.

Employees must:

- Respect differences and promote an inclusive working environment
- Avoid behaviour or language that could be considered offensive, discriminatory or exclusionary
- Support equal opportunities regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation

Any concerns should be raised in line with the Grievance or Whistleblowing procedures.

5. Integrity & Ethical Conduct

Employees must:

- Act in the best interests of Wizard Pi at all times
- Avoid conflicts of interest (or declare them where they arise)
- Not accept or offer bribes, inducements or inappropriate gifts
- Maintain honesty in all business dealings, including reporting time, expenses and work completed

Any suspected unethical behaviour must be reported.

6. Confidentiality & Data Protection

Employees are required to:

- Protect confidential information relating to Wizard Pi, its clients and suppliers
- Comply with data protection legislation and company procedures
- Not disclose confidential information without proper authorisation, during or after employment

This includes commercial, financial, personal and strategic information.

7. Use of Company Property & Systems

- Company equipment, systems and resources must be:
- Used responsibly and primarily for business purposes
- Protected from misuse, damage or unauthorised access
- Used in accordance with IT, security and data policies

Misuse of company property may result in disciplinary action.

8. Health, Safety & Wellbeing

Employees must:

- Take reasonable care of their own health and safety and that of others
- Follow health and safety guidance and procedures
- Report hazards, incidents or unsafe practices promptly

Wizard Pi is committed to maintaining a safe and supportive working environment.

9. Social Media & External Representation

When representing Wizard Pi (online or offline), employees must:

- Act professionally and responsibly
- Avoid posting content that could damage the company's reputation
- Make it clear when opinions are personal and not on behalf of Wizard Pi, where appropriate

Confidential or sensitive information must never be shared publicly.

10. Raising Concerns

Wizard Pi encourages employees to raise concerns about:

- Unethical behaviour
- Breaches of this Code
- Legal or regulatory issues

Concerns can be raised via line management or through the Whistleblowing Policy without fear of retaliation.

11. Breach of the Code

Failure to comply with this Code of Conduct may result in disciplinary action, up to and including dismissal, in line with the Company's Disciplinary Procedure.

12. Review & Approval

This Code of Conduct will be reviewed regularly to ensure it remains appropriate, effective and compliant with legal requirements.

Approved & Authorised by:

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Date: 01/05/2025

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