

VIP Computer Centre Ltd Code of Conduct

Introduction

VIP Computer Centre Ltd is committed to maintaining the highest standards of integrity, professionalism, and respect in all business activities. This Code of Conduct applies to all employees, directors, contractors, and suppliers, and sets out the principles and expectations for behaviour within our organisation and when representing VIP externally.

Professional Conduct

Employees must act with honesty, integrity, and professionalism at all times.

All staff are expected to promote and protect the reputation of VIP, delivering excellent service to clients and customers.

Employees must comply with all company policies, procedures, and lawful instructions from management.

Equal Opportunities and Respect

VIP is committed to equal opportunities and prohibits discrimination, harassment, and victimisation on any grounds, including age, disability, gender, race, religion, or sexual orientation.

Bullying and harassment are strictly prohibited. All employees are responsible for creating a respectful and inclusive workplace.

Health and Safety

Employees must take reasonable care of their own health and safety and that of others, complying with all safety instructions and reporting hazards or incidents promptly.

The company provides a safe working environment and expects full cooperation with health and safety policies.

Confidentiality and Data Protection

Employees must protect confidential information relating to VIP, its clients, and its business operations.

Personal data must be processed in accordance with the Data Protection Act and company privacy policies.

Use of Company Property

Company property, including equipment, documents, and intellectual property, must be used responsibly and only for legitimate business purposes.

Upon termination of employment, all company property must be returned.

Anti-Bribery and Anti-Slavery

VIP prohibits bribery, corruption, and any form of modern slavery or human trafficking in its operations and supply chain.

Employees must not offer, give, solicit, or accept bribes or improper gifts.

All staff are expected to report any concerns regarding bribery or slavery.

Social Media and Communications

Employees must use social media and electronic communications responsibly, ensuring that all content is respectful, truthful, and does not disclose confidential information.

Only authorised employees may speak on behalf of VIP in public forums.

Reporting Concerns

If you are unsure about the right course of action, seek guidance from your manager or the HR department before acting.

Employees are encouraged to report any suspected breaches of this Code, wrongdoing, or unethical behaviour. Reports can be made confidentially and without fear of retaliation.

Compliance and Disciplinary Action

Compliance with this Code is a condition of employment. Breaches may result in disciplinary action, up to and including dismissal.

The company will investigate all reports of misconduct promptly and fairly.

Review and Updates

This Code of Conduct is reviewed regularly and updated to reflect changes in law, regulation, or company policy.

Approved by the Board of Directors of VIP Computer Centre Ltd

Signed by Managing Director

Harpreet Sahni

Date: 01.07.2025

