



CODE OF CONDUCT POLICY

This code of conduct applies to all employees and contractors of Quantum Building Services. It provides a framework of principles for conducting one's self and their business along with dealing with customers, colleagues and other stakeholders which are to:

- Act with integrity and professionalism and be scrupulous in proper use of Company information, funds, equipment and facilities;
- Exercise fairness, respect, equity, proper courtesy, consideration and sensitivity in dealing with customers, employees and other stakeholders; and
- Avoid real or apparent conflict of interests.

Responsibilities

Employees and Contractors are required to:

- Promote the interests of the Quantum Building Services;
- Perform their duties with skill, honesty, care and diligence, using authority in a fair and equitable manner;
- Abide by policies and procedures, instructions and lawful directions that relate to their employment and duties: and
- Comply with the spirit as well as the letter of the codes of conduct applying to the professions of individual employees.
- Comply with all laws and regulations applicable to the business of Quantum Building services

Compliance

Employees and contractors must be aware of, and adhere to, company policies, especially those relating to health and safety, equal opportunity, confidentiality and conflict of interests. In the course of their duties, must comply with relevant legislation.