



Employee Code of Conduct

As LUNS employees we all share a desire that our behaviour reflects well on the company and is in line with our vision. This code of conduct articulates the standards of behaviour that we expect of all other employees, and reflects our values to each other and to our customers, suppliers and other stakeholders.

As employees we should:

- speak to people politely and professionally,
- treat people fairly, courteously and with respect,
- listen to other people's point of view and recognise that not everyone will share ours,
- not harass, coerce or intimidate anyone,
- not discriminate against individuals or groups,
- respect people's private life and outside work commitments,
- properly and fairly investigate or escalate any complaints,
- learn from our own mistakes,
- take action when we see or become aware of any improper conduct, including any act of harassment or discrimination against individuals or groups,
- take responsibility for our own learning and development,
- obey the law,
- develop a self awareness of the impact of our own behaviour on others,
- act in the best interests of LUNS at all times,
- report any conflicts of interests to our line manager,
- report any criminal convictions or proceedings to our line manager,
- adhere to all relevant policies and procedures, especially those relating to Health and Safety,
- not abuse our position or access rights to obtain information that is not relevant to the task at hand,
- protect our assets and those of our customers, both tangible and non-tangible (e.g. passwords, data, copyrights and IPR),

- not become intoxicated during work hours and avoid any alcohol consumption where the safety of ourselves or others is put at risk, or where the reputation of the company could be compromised (which includes the misconfiguration of any IT systems),
- not consume or be under the influence of any non-medical drugs during work hours.

We shall endeavour to keep the code of conduct up to date and any changes will be made in consultation with all staff. Any new versions of the code of conduct will be will be circulated to all staff.