

**Title:**

## TCS Ethics policy

**Policy Number TCS\_QP002**

**Rev: 1**

**Date: 31/01/2023**

**Author: M.Sloan**

## Ethics

Our policy mandates that all TCS employees are committed to upholding the highest standards of professional and ethical behaviour and ensure legislative compliance of our employees and promoting equal behaviour throughout our supply chain.

Our products and service provision will be delivered ethically with consideration to both supply chain procurement and ethical provision on behalf of our customers and other interested parties.

and actively pursue upholding the following values as identified by the company.

- Maintain the highest standards of Health, Safety, and Environmental requirements for the welfare of Companies Employees and general public.
- Ensure all company employees behave with honour, dignity professionalism, integrity, truthfulness, and honesty.
- Ensure everyone irrespective of race, religion, gender, sexual orientation maternity, marital or family status, disability, age or national origin is treated with fairness and consideration.
- Develop a professional reputation and relationship with all individuals or organisations associated with TCS.
- Ensure the organisation conducts all operational and organisational issues by employing good leadership, communication, transparency, and dedication.
- Keep the community advised about any issues which may affect them.
- Safeguard confidential /proprietary/ and intellectual property belonging to the Company, its customers and suppliers and collaborators.
- Strive for personal and professional excellence in support of the Customer.

## Core Values

These are our core values that define our company culture and how we think, operate and interact with colleagues, customers and suppliers. We actively encourage our team to exhibit these values throughout their work, and if we need to, we provide mentoring and support to one another.

- Honesty (honesty drives trust)
- Hard working (No carriers)
- Meticulous attention to detail.
- Team player (TCS is a team)
- Reliable (Show up ready to work)
- Respectful (To all.)
- Open minded (To change so that we can improve.)

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## **Business Principles**

Our business principles provide guidance to the knowledge, Skills and behaviour of our most important asset – Our staff!

### **Competence**

Combining knowledge, understanding, skills and values. It's about more than just being able to perform a specific task; it's being able to do it correctly, safely, effectively and consistently.

### **Collaboration**

We deliver solutions by working as a team. Communication, transparency and integrity define our internal conduct and our relationships with all customers, partners and stakeholders.

### **Commitment**

We are a dedicated, committed team and accountable for our operations and responsibilities at all levels. Most importantly we are interested, enthusiastic and passionate about what we do.

Signed



Michael Sloan

Managing Director