



**GATEWAY**  
Delivering Business Solutions

## **GATEWAY GROUP OF COMPANIES**

### **CODE OF CONDUCT POLICY**

**Policy Statement – Gateway Group of Companies** operates with transparency, integrity and honesty at all times, the purpose of this policy is to clarify the standards of behavior that are expected of all personnel employed by or contracted to Gateway Group of Companies in the performance of their duties. It gives guidance in areas where personnel need to make business, personal and ethical decisions.

All personnel are responsible for ensuring that their behavior reflects the standards set in the Code of Conduct and builds a positive workplace culture.

The values that underpin our company and our work include honesty, trustworthiness, respect, integrity and responsibility.

We demonstrate these values in our daily work by:

- Providing services and products meeting customers' requirements
- Being consistently honest, trustworthy and accountable
- Being courteous and responsive in dealing with others
- Being committed to social justice by opposing prejudice, injustice and dishonesty
- Making decisions that are procedurally fair to people and which avoid discrimination, for example, on grounds such as gender, race, religion and culture.
- Promoting dignity and respect by avoiding behavior which is, or might reasonably be perceived as, harassing, bullying or intimidating.
- Working collaboratively with colleagues to reach our common goals and business objectives.
- Maintaining and developing our professional and work practices
- Acknowledging our stakeholders as partners in our work, and
- Maintaining professional relationships with:
  - clients, customers and members of the public
  - colleagues and
  - business partners

This policy is to ensure that the values underpinning the company are upheld and trust in the Company is assured and there is confidence in the integrity and professionalism of the services offered.

The policy applies to all personnel of the company and all persons representing the company on a causal or contract or sub-contract basis.

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RISHINSA BIN YUSOFF  
MANAGING DIRECTOR

Date : 23<sup>rd</sup> November 2012