

StudyBox Code of Conduct

- 1. Introduction** The purpose of this Code of Conduct is to provide guidance on the standards of professional and ethical behaviour expected from all employees, contractors, and representatives of StudyBox (“the Company”). Upholding these standards ensures that we maintain trust with our clients, partners, and colleagues, and operate with integrity in all our business activities.

All employees are expected to read, understand, and comply with this Code. Violations may result in disciplinary action, up to and including termination.

2. Core Principles StudyBox is committed to the following principles:

- Integrity – Conduct all business honestly and transparently. Avoid conflicts of interest and always act in the best interest of the company.
- Respect – Treat colleagues, clients, and partners with respect, fairness, and dignity.
- Accountability – Take responsibility for your actions and decisions.
- Excellence – Strive for high standards in all work, continuously improving skills and processes.
- Compliance – Adhere to all applicable laws, regulations, and company policies.

3. Professional Behaviour Employees must:

- Maintain a professional demeanour in all interactions, both within and outside the company.
- Communicate clearly, respectfully, and courteously.
- Refrain from discriminatory, harassing, or offensive behaviour.
- Avoid actions that could harm the company’s reputation or operations.

4. Conflicts of Interest Employees must avoid situations where personal interests conflict with the company’s interests. This includes:

- Using company resources for personal gain.
- Participating in activities that compete with StudyBox.
- Accepting gifts or favours that may influence business decisions.

All potential conflicts of interest must be reported to management immediately.

5. Confidentiality and Data Protection Employees must:

- Protect sensitive company, client, and partner information.
- Use confidential information only for legitimate business purposes.
- Comply with data protection laws and company policies on data security.
- Avoid sharing internal information on social media or with unauthorised parties.

6. Use of Company Resources: Employees are expected to use company resources responsibly:

- Computers, software, and other assets should be used for business purposes.
- Company property should be maintained and safeguarded.
- Misuse, theft, or unauthorised access to company resources is prohibited.

7. Health, Safety, and Environment

- Promote a safe and healthy working environment.
- Follow all health and safety regulations.
- Report unsafe conditions or incidents immediately.
- Support sustainability initiatives and minimise environmental impact.

8. Compliance with Laws and Regulations Employees must:

- Follow all applicable local, national, and international laws.
- Avoid any involvement in illegal or unethical activities.
- Report any suspected violations to management or designated compliance officers.

9. Reporting and Whistleblowing StudyBox encourages open communication:

- Employees are encouraged to report concerns about misconduct, unethical behaviour, or breaches of this Code.
- Reports can be made confidentially without fear of retaliation.
- The company will investigate all reports thoroughly and fairly.

10. Acknowledgement

All employees are required to acknowledge that they have read, understood, and agreed to comply with this Code of Conduct. Compliance is a condition of employment and continued association with StudyBox.