

systembookings

Code of Conduct Policy 2023

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Introduction

At System Bookings, we are deeply committed to conducting our business with the highest standards of ethics, integrity, and professionalism. This Code of Conduct/Ethics Policy serves as a guiding compass, outlining the principles and guidelines that govern the behavior of all our employees, contractors, suppliers, and representatives. By embracing these ethical principles, we aim to create a work environment that promotes trust, respect, and transparency in all our interactions, while fostering a culture of responsible business conduct.

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Compliance with Laws and Regulations

As a responsible corporate entity, System Bookings holds itself to the highest level of compliance with all applicable laws, regulations, and industry standards in the countries and regions where we operate. Our commitment to compliance extends beyond mere adherence to legal requirements; we strive to uphold the spirit of the law and act with integrity in all aspects of our operations.

Our legal and regulatory compliance efforts are underscored by continuous monitoring and training to ensure that our employees and representatives stay current with any changes in laws and regulations. We are resolute in our stance against any form of illegal or unethical behavior and emphasize that all employees and representatives must uphold their legal obligations while conducting business on behalf of System Bookings.

Ethical Behaviour and Core Values

Ethics is at the core of who we are as an organization. At System Bookings, we embrace a strong ethical foundation that guides our actions and decisions. Our core values include integrity, accountability, transparency, respect, diversity, and teamwork. We expect all individuals associated with System Bookings to embody and promote these values in their daily interactions, both within the organization and with external stakeholders.

Integrity

We uphold the highest standard of honesty and ethical behaviour in all our dealings, refusing to compromise our principles for personal gain or corporate advantage.

Accountability

We take responsibility for our actions and decisions, acknowledging their impact on our stakeholders and society at large. We learn from our mistakes and work proactively to rectify them.



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Transparency

We are committed to openness and transparency in our communications, operations, and decision-making processes, promoting a culture of trust and credibility.

Respect

We treat all individuals with dignity and respect, regardless of their background, role, or position. We promote an inclusive work environment that values diversity and fosters equal opportunities for all.

Diversity

We celebrate the diverse perspectives, experiences, and backgrounds of our employees and stakeholders, recognizing that diversity enriches our work culture and drives innovation.



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Teamwork

We foster a collaborative work environment, recognizing that our collective efforts lead to greater success and positive outcomes for our clients and the organization.

Respect and Diversity

At System Bookings, we believe that fostering an inclusive work environment is essential to our success. We value the unique contributions of every individual and acknowledge that a diverse workforce enhances creativity, innovation, and problem-solving.

We are committed to providing equal employment opportunities and promoting an inclusive culture where employees can thrive based on their merit and potential. Discrimination or harassment based on race, ethnicity, gender, religion, age, disability, sexual orientation, or any other protected characteristic is strictly prohibited.

We encourage employees to embrace the diverse perspectives of their colleagues, clients, and stakeholders, fostering a collaborative and empathetic work environment that celebrates the power of diversity.

Confidentiality and Data Protection

System Bookings places the utmost importance on safeguarding the confidentiality and privacy of sensitive information. Employees and representatives must handle confidential and proprietary information with the utmost care and discretion.

This includes, but is not limited to, client data, intellectual property, trade secrets, financial information, business strategies, and any other information that is not publicly disclosed. Confidential information should only be accessed, used, and shared on a need-to-know basis, and employees must take appropriate measures to protect it from unauthorized access or disclosure.

Data protection is of paramount concern to us. We are committed to complying with all applicable data protection and privacy laws, ensuring that personal data is collected, processed, and stored securely and lawfully. Employees and representatives must be aware of their responsibilities in safeguarding data privacy and promptly report any suspected breaches or unauthorized access to personal information.



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Anti-Bribery and Corruption

System Bookings maintains a zero-tolerance approach to bribery and corrupt practices. Bribery is defined as the offering, promising, giving, receiving, or soliciting of anything of value, whether monetary or non-monetary, to improperly influence a business decision or gain an unfair advantage.

All employees and representatives must adhere to our separate Anti-Bribery Policy, which outlines strict guidelines for interactions with public officials, private individuals, clients, suppliers, and any other party. No gifts, hospitality, or favors should be given or received with the intent of influencing business decisions or securing preferential treatment.

We encourage employees and representatives to raise any concerns related to bribery or corruption through our confidential reporting channels, ensuring that all reports will be thoroughly investigated, and appropriate action will be taken.

Fair Competition

System Bookings is committed to fostering fair and open competition in the market. We compete on the basis of the quality of our products, services, and innovation, not through anti-competitive practices.

Employees and representatives must refrain from engaging in any anti-competitive behaviour, such as price-fixing, bid-rigging, market allocation, or any other practice that unfairly limits competition or harms consumers.

We respect the intellectual property rights of others and expect our employees and representatives to act with integrity regarding the use of third-party intellectual property. Unauthorized use or distribution of copyrighted materials, trademarks, or patents is strictly prohibited.



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Conflict Resolution

System Bookings values open communication and encourages employees and representatives to raise concerns, ask questions, and seek guidance when facing ethical dilemmas or potential conflicts of interest.

If an employee or representative becomes aware of any potential violation of this Code of Conduct/Ethics Policy, they are expected to report it through our established channels without fear of retaliation. Reports will be treated with confidentiality, and we will take appropriate measures to investigate and address any concerns promptly.

Use of Company Resources

System Bookings provides various resources, including technology, equipment, and intellectual property, to support the efficient functioning of our business operations. All employees and representatives are responsible for using these resources responsibly and exclusively for legitimate business purposes.

Misuse of company resources, including unauthorized access to systems, intellectual property theft, or personal use of company assets, is strictly prohibited. System Bookings reserves the right to monitor the use of company resources to ensure compliance with this policy.

Social Responsibility and Environmental Stewardship

At System Bookings, we are committed to being a responsible corporate citizen and making a positive impact on society and the environment. We actively engage in community initiatives, volunteer work, and charitable efforts to support social causes and promote positive change.

Environmental stewardship is a key aspect of our commitment to sustainability. We strive to minimize our ecological footprint through responsible waste management, energy conservation, and adoption of eco-friendly practices throughout our operations.

We encourage employees and representatives to actively participate in our social responsibility initiatives and contribute to creating a better and sustainable future for all.



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Reporting and Accountability

System Bookings takes any violations of this Code of Conduct/Ethics Policy seriously. It is the responsibility of all employees and representatives to uphold the principles outlined in this policy and to report any violations or potential breaches.

Employees and representatives are expected to cooperate fully in any investigations related to potential violations. System Bookings will take appropriate action against those found in breach of this policy, which may include disciplinary measures up to and including termination of employment or contractual relationships.

Conclusion

This Code of Conduct/Ethics Policy reflects the values, principles, and aspirations that define System Bookings as an ethical and responsible organization. By embodying these principles in our everyday actions, we not only uphold the reputation of our organization but also contribute to a more ethical and sustainable world.

As employees and representatives of System Bookings, we have a collective responsibility to foster a work environment that values integrity, respect, diversity, and transparency. We stand united in our commitment to building a culture where ethical behaviour is not just a requirement but a shared commitment to excellence and responsible business conduct. Together, we can drive positive change and inspire trust among our stakeholders, clients, partners, and the global community.

Adam Gabriel - HR Manager

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