

Ethics Policy

ClearView has defined the Company's Corporate Social Responsibility (CSR) which describes the issues that are important to the Company with respect to its internal interactions with staff, and external interactions with third parties (e.g. clients, suppliers, the local community, the state etc.) and the policies and procedures the Company adopts to manage these issues.

ClearView's Ethics Policy describes the principles and behaviours the Company believes its staff should follow to ensure that individual staff members are acting in accordance with ClearView's CSR.

Q: What's the difference between ethics and social responsibility?

A: "Ethics is good for you. Social Responsibility is good for everybody."

This document sets out ClearView's approach to ethics by describing the standards we set ourselves and provides guidance to our staff and other stakeholders on our expectations of them. It is intended to ensure that our business decisions and behaviour are honest and ethical.

General

ClearView is committed to doing business with the highest standards of integrity and ethics. The Company aims to conduct its business in a fair and honest manner.

Respect

Staff relationships should be built on mutual respect and dignity. Staff are expected to be courteous to their colleagues, clients and others whom they encounter in the course of their work.

Discrimination or harassment, whether it be with regard to race, colour, gender, nationality, religion, ethnic affiliation or other distinguishing characteristics, will not be tolerated.

Integrity

The Company and its staff are sometimes entrusted with confidential information; whether it be financial, personal or relating to security issues. It is essential that all staff honour and respect the trust placed in the Company and its staff. The Company places high importance on the integrity, honesty and trustworthiness of its staff.

ClearView are nevertheless committed to running our business openly and honestly, whilst being mindful of confidentiality issues.

Data Protection

Staff should respect and follow ClearView's procedures to ensure adequate levels of data protection for our staff, clients, suppliers and other third parties.

Bribery

We reject bribery in all its forms including reward, whether cash, excessive hospitality or employment opportunities, in order to attempt to gain improper advantage in securing our business

Gifts & Entertainment

From time to time, gifts and entertainment are offered as part of the normal way of doing business. In no way should a gift or entertainment be construed as implying improper advantage, reward or encouragement for preferential treatment.

Protection of the environment

We encourage continual improvement of the environmental credentials of our products and services and encourage staff to actively seek ways to reduce negative environmental impacts during their entire life cycle.

Expectations

Staff are expected to understand and conform to the values stated in this ethics policy. If you have any questions or concerns about the policy, or your ability, or the ability of others, to follow the policy, you should notify your line manager, ClearView's HR Manager or a Director.