

## **Jessanol Ltd – Code of Conduct**

### **1. Purpose**

Jessanol is committed to operating with professionalism, integrity and respect in all aspects of our work.

This Code of Conduct sets out the standards of behaviour expected from anyone working for or representing Jessanol, including leadership, employees, associates and contractors.

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### **2. Our Standards**

We aim to create a business that is trusted, professional, practical and human in the way it works with clients, learners, partners and one another.

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### **3. Professional Behaviour**

Those representing Jessanol are expected to:

- act professionally and responsibly
  - communicate clearly and respectfully
  - honour commitments where reasonably possible
  - raise concerns early and constructively
  - work to appropriate standards of quality and care
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### **4. Respect and Inclusion**

We expect respectful treatment of all individuals and do not tolerate bullying, harassment, discrimination or abusive behaviour.

We value different perspectives and inclusive ways of working.

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### **5. Integrity**

We expect honesty, fairness and ethical conduct in business relationships, decision-making and communications.

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## **6. Confidentiality**

Confidential, sensitive or commercially private information must be handled responsibly and only used for legitimate business purposes.

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## **7. Reputation and Representation**

Anyone acting on behalf of Jessanol should take reasonable care to protect the business's reputation and behave in a manner consistent with our values.

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## **8. Compliance**

We expect compliance with relevant laws, contractual obligations and Jessanol policies.

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## **9. Concerns**

Concerns relating to behaviour, conduct or standards should be raised promptly so they can be considered fairly and appropriately.

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## **10. Responsibility**

Responsibility for this Code sits with Jessanol leadership.

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## **11. Review of Code**

This Code will be reviewed annually or as required.

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**Owner:** Jessanol Ltd

**Role Responsible:** Director

**Version:** 1.0

**Date:** 21/4/26

**Next Review:** 21/4/27