

LANGUAGE REACH

Code of Conduct Policy for Language Reach

Purpose

The purpose of this policy is to outline the expected behaviors of employees and contractors at Language Reach, a translation agency based in London, UK. This policy is designed to ensure that all individuals who represent Language Reach conduct themselves in a professional and ethical manner at all times, in accordance with our values and mission.

Policy Statement

Language Reach is committed to conducting business ethically, honestly, and with integrity. We expect all employees and contractors to act with professionalism and integrity, and to adhere to the following standards of conduct:

1. Professionalism and Integrity

Language Reach employees and contractors are expected to act professionally and with integrity at all times. This includes treating clients, colleagues, and other stakeholders with respect, honesty, and fairness. It also includes complying with all relevant laws, regulations, and ethical standards.

2. Confidentiality and Privacy

Language Reach employees and contractors must maintain the confidentiality of all client information and data. They must also comply with all applicable data protection laws and regulations, and take all necessary steps to safeguard the privacy of clients.

3. Quality and Accuracy

Language Reach is committed to providing high-quality translation and interpretation services. Employees and contractors are expected to ensure that all work is completed accurately and in a timely manner. They must also ensure that all work is delivered to the client in accordance with the client's specifications and requirements.

4. Conflict of Interest

Language Reach employees and contractors must avoid any situation that may create a conflict of interest with their duties and responsibilities to the company. This includes avoiding any

activity or relationship that may compromise their objectivity or integrity, or that may create a real or perceived conflict with the interests of the company or its clients.

5. Discrimination and Harassment

Language Reach is committed to promoting diversity, equality, and inclusion in the workplace. Employees and contractors must not discriminate or harass anyone on the basis of race, ethnicity, gender, sexual orientation, age, religion, or any other protected characteristic.

6. Health and Safety

Language Reach is committed to providing a safe and healthy working environment for all employees and contractors. Employees and contractors must comply with all applicable health and safety regulations and policies, and report any unsafe conditions or incidents to the appropriate person.