

Our Code of Conduct sets out the minimum expectation of TPRC practices and its workers:

1. **Anti-slavery and human trafficking:** TPRC has a zero-tolerance policy towards any form of modern slavery, and takes steps to ensure that its supply chains and operations are free from forced labour as outlined in its Modern Slavery Policy.
2. **Fair treatment of workers:** TPRC ensures that all workers are treated with respect and dignity, and that their rights are protected. This includes fair pay, reasonable working hours, and a safe and healthy work environment free from harassment of any kind.
3. **Compliance with laws and regulations:** TPRC complies with all applicable laws and regulations in the countries in which it operates, including labour laws and immigration rules.
4. **Transparency:** TPRC is transparent about its operations and business practices, and is willing to provide information and answer questions from clients, workers, and other stakeholders.
5. **Privacy:** TPRC respects the privacy and confidentiality of its clients, candidates and workers, and handles personal information in accordance with applicable laws and regulations.
6. **Ethical business practices:** TPRC expects all workers to behave in an ethical manner in accordance with company values, including honesty, integrity, and fairness.
7. **Conflicts of interest:** TPRC requires all workers disclose any current and potential conflicts of interest in a timely manner.
8. **Diversity and inclusion:** TPRC is committed to diversity and inclusion, and holds workers accountable in support these values.
9. **Professionalism:** Workers are expected to maintain a professional tone and demeanour on social media, even when interacting with colleagues or clients outside of work.
10. **Confidentiality:** Workers are expected to maintain the confidentiality of sensitive or proprietary information, and should not disclose confidential information on social media.

Overall, our code of conduct reflects TPRC's commitment to ethical and responsible practices, and serves as a guide for all of our operations.

This Code of Conduct will be reviewed and updated annually to ensure that it remains effective in management of key organisational risks in TPRC's business and supply chain.