

## **1. INTRODUCTION**

A BISL employee is either a member of Staff or an Associate. It's considered that there are two claims on the loyalty of an employee, one to the Company and the other to their profession. These need not clash so long as neither party makes demand for forms-of-service incompatible with an employee's honour or with the principles of fair terms and conditions of employment.

## **2. DUTY**

To be an employee of the Company, a person is required to maintain a high standard of conduct and ethics, to be competent in their field of work and to be able to provide advice in a balanced and progressive way. Each is duty bound to point out those directions given and decisions taken which are not compatible with their understanding of their individual roles and responsibilities, or which contravene what they consider to be an acceptable standard of work or behaviour.

## **3. TECHNOLOGY**

Each employee is obligated to keep abreast of technology changes as they relate to their specialised field of work, as best they can, so that they're able to provide guidance on the likely duration and forward-compatible nature of such changes.

## **4. SAFETY**

Each employee must ensure that due care and attention is given to decisions taken that can affect the safety of people, equipment and the environment. Concern for another person, as if she or he was oneself, is the measure to which we seek everyone to aspire.

## **5. ROLE MODEL**

Each person should act as a role model for young people coming into the Company and be prepared to inform and educate any trainees to which they have been assigned. The goal must be the proper application of knowledge for the greater good of mankind and without colour, race or religious favour.

## **6. FURTHER INFORMATION**

Refer to file BISL.EN.0.02.0002.BusModel-OurVision&Mission&StrategicGoals