

## **Ethical conduct statement**

Ethical conduct is a priority for City Gateway and we are committed to performance with integrity and to act in a manner that is lawful and ethical. We have robust policies and compliance processes covering our operation, with a Code of Conduct, which outlines how all employees should apply our Values and Behaviours.

City Gateway actively creates and promotes an environment that is inclusive of all people and their unique abilities, strengths and differences, and promotes diversity. We respect diversity in each other, our learners, corporate partners, suppliers and all others with whom we interact. As we continue to grow, we are committed to embracing diversity in every aspect of our organisation, from the way we work together to the way we procure services.

Workplace Health, Safety and Security is important for the company and employees are expected to follow all safety rules and practices; cooperate with officials who enforce these rules and practices; take necessary steps to protect themselves and others; attend required safety training; and report immediately all accidents, injuries and unsafe practices or conditions. In order to enhance workplace security, employees are expected to be familiar with and follow any work safety information and training provided.

City Gateway is committed to following all applicable wage laws and regulations. In addition to this we are proud to state that we are a London Living Wage Employer across all our roles, including our apprenticeships.

City Gateway is committed to full compliance with UK laws, rules and regulations. Employees are expected to comply with all applicable laws, rules and regulations when performing their duties.

All City Gateway employees have access to whistleblowing mechanisms that they can use to get advice and to report suspected cases of misconduct – anonymously if required.

We have zero tolerance for bribery or corruption in any form (Anti Bribery and Corruption regulations).

City Gateway is committed to a role of environmental leadership. We fulfil this mission by a commitment to understanding environmental issues and sharing information with our partners; developing innovative and flexible solutions to bring about change; and striving to buy, sell and use environmentally friendly products.