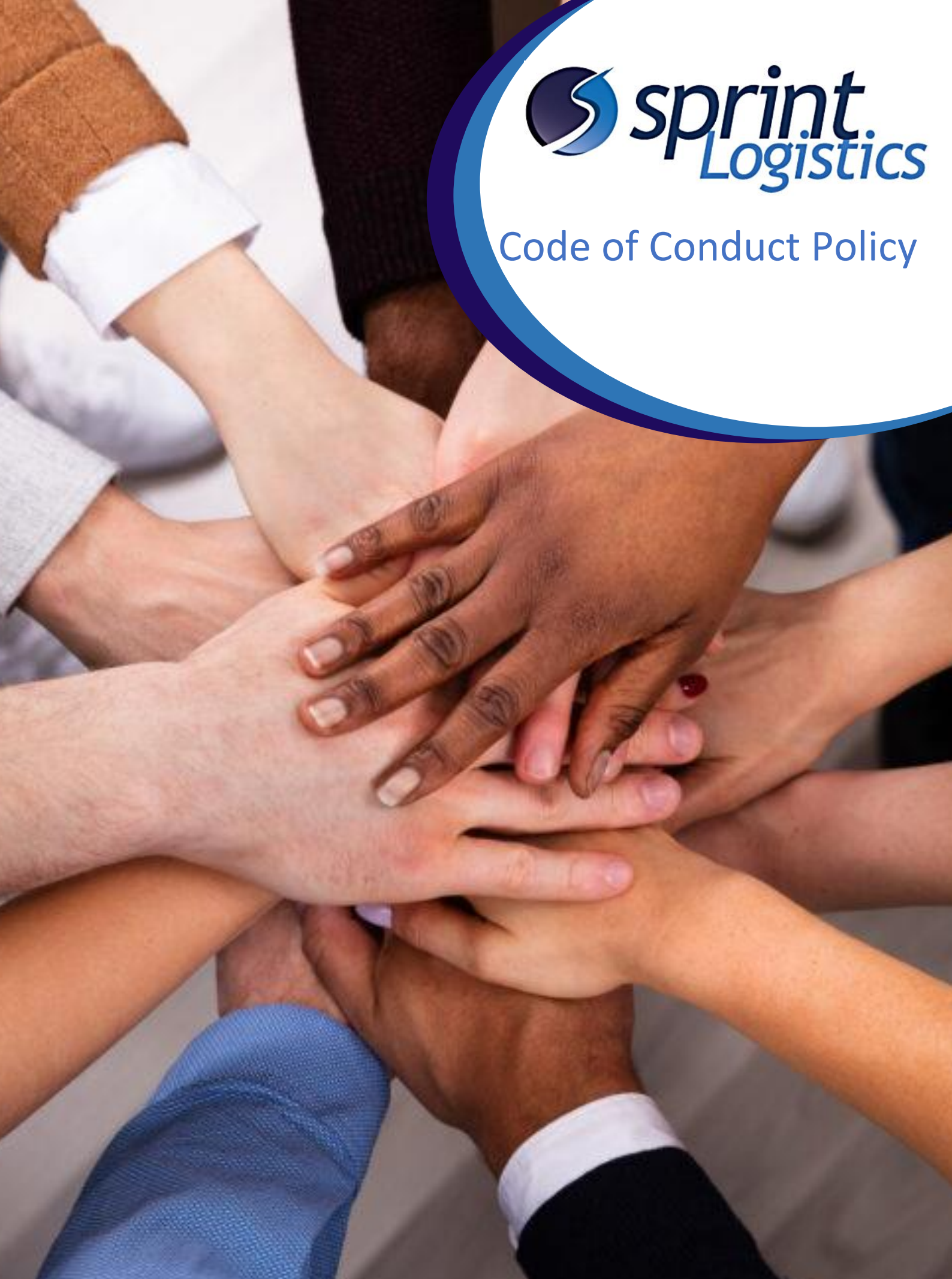




Code of Conduct Policy



Company Statement

Our employee code of conduct policy outlines our expectations regarding employees' behaviour towards their colleagues, supervisors/managers, and overall organisation.

We at Sprint Logistics promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes, and disrupting our workplace. We also expect them to foster a well-organised, respectful, and collaborative environment.

Sprint Logistics is committed to the highest standards of excellence in fulfilment and logistics support. The same commitment to excellence is also applied to how Sprint Logistics implements its responsibilities for the code of conduct of staff, students, visitors, and all those who may be affected by Sprint Logistics' activities. This policy applies to all our employees regardless of employment agreement or rank.

Aizad Hussain (CEO)

A large, stylized graphic in the background. The words 'CODE OF CONDUCT' are written in large, white, sans-serif capital letters across a red diagonal band. Below this band are several colorful squares (yellow, green, purple, blue) containing white icons: a hand, a document with a downward arrow, a bug, a person, a person with a speech bubble, and a person with a checkmark. The overall theme is professional and ethical.

the components of an Employee

Code of Conduct Policy

Employees at Sprint Logistics are bound by their contract to follow our employee code of conduct while performing their duties. Please see the outlines and components of the code of conduct are below:

- All employees must comply with all environmental, safety and correct eticate policies. We expect all employees to act ethical and responsible when dealing with Sprint's product/service, partnerships, and public image.
 - All employees should respect their colleagues. We do not allow any kind of discriminatory behaviour, harassment or victimisation. Employees should follow equal opportunity practices in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.
 - All employees should treat our company's property, whether it may be material or intangible, with respect and care.
 - Employees should not misuse company equipment or use it frivolously.
 - Employees should respect all kinds of incorporeal property. This includes trademarks, copyright, and other property (information, reports etc.) Employees should use them only to complete their job duties.
 - Employees should protect company facilities and other material property (e.g.: company laptops) from damage and vandalism, whenever possible.
- All employees must show integrity and professionalism in the workplace.
 - We discourage employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.
 - All employees should fulfil their job duties with integrity and respect toward customers, stakeholders, and the community. Supervisors and managers must not abuse their authority.
 - We encourage mentoring throughout Sprint Logistics.
 - Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. However, generally, we expect employees to be punctual when coming to and leaving from work.
 - Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.
 - All employees must be open for communication with their colleagues, supervisors, or team members.
 - We expect employees to not abuse their employment benefits.
 - All employees should read and follow our company policies. If they have any questions, they should ask their managers or Human Resources (HR) department.



**CODE OF
CONDUCT**



Disciplinary actions

Sprint Logistics may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

We may take legal action in case of corruption, theft, embezzlement, or other unlawful behaviour.

Find out how our logistics solutions can support your business, call us on **+44 (0) 208 751 1111** or email **sales@sprintlogistics.com**