



## Code of Conduct

Diligent Developments Ltd Limited is trading as Diligent Developments Ltd  
Company Number – 5323384  
Registered Office – Office 6, 78-88 Bensham Grove, Thornton Heath, CR7 8DB



## Our 'Code of Conduct' Policy

In line with our commitment to excellence at work, Diligent Developments Ltd have developed a Code of Conduct which satisfies the requirements of the Company's Quality Management System based on continuous improvement for the avoidance (rather than merely the detection) of problems.

In doing so Diligent Developments Ltd supplies a 'Code of Conduct' and 'Quality of Service' Policy which aims to exceed our Clients' expectations and fulfills all legal and regulatory requirements.

In addition we work diligently to:

- Establish strong relationships with both clients and suppliers which contribute to improving the quality of service provision of supplied products/services.
- Design and continually improve the code of conduct based on employee involvement, providing all employees with the training, resources and support required, to fulfill policy requirements, using statistical techniques where appropriate to monitor our processes and identify problems.
- Set meaningful objectives through the framework of the management review which will then be converted into individual measurable objectives for all relevant employees and functions, and ensure they are tracked and reviewed through the code of conduct planning programme.
- Properly communicate the policy and objectives to all employees giving them the individual responsibility and accountability for upholding the company code of conduct.
- Establish an environment that supports the production and delivery of high quality services and actively encourage each employee to realise his or her full potential.
- Foster the concept of the 'team approach' within the organization for increasing the company's competitiveness and improving quality and productivity.
- We neither lie, cheat or steal, nor tolerate those who do.

Diligent Developments Ltd's documented 'Code of Conduct', 'Quality Policy' and current overall objectives are displayed as symbols of commitment and reminders of objectives TO WHOM.

Each new employee is presented with a copy of our 'Code of Conduct', 'Quality Policy' and current overall objectives as part of their induction programme and are issued with new copies whenever there is a change or amendment to it.

This policy is reviewed for continuing adequacy and suitability at management review.

(Director) .....

Date: 10 March 2011