



## **Company Code of Conduct**

### **1. Purpose**

This Code of Conduct sets out the standards of behaviour expected from everyone associated with LLCCDC. Its purpose is to ensure that everyone involved in the company acts with integrity, accountability, and respect, upholding the values and reputation of LLCCDC and working for the benefit of the communities of Latheron, Lybster, and Clyth.

### **2. Core Principles**

- Integrity: Act honestly, ethically, and in good faith.
- Accountability: Be responsible and answerable for actions and decisions.
- Transparency: Conduct all business openly and fairly, subject to confidentiality requirements.
- Respect: Treat everyone with dignity, fairness, and courtesy.
- Inclusivity: Promote equality, diversity, and inclusion in all activities.
- Community Focus: Prioritise the interests and wellbeing of the Latheron, Lybster & Clyth community above personal interests.

### **3. Conduct in Meetings**

Everyone should participate constructively, read papers in advance, listen respectfully, refrain from gossip or personal criticism, and abide by decisions made through proper processes. Relevant individuals must declare potential conflicts promptly and withdraw from related discussions or decisions.

### **4. Confidentiality**

Confidential and sensitive Information obtained through LLCCDC activities must not be shared externally, even after leaving the company.

### **5. Use of Company Resources**

All assets, funds, property, and information belonging to LLCCDC must be used responsibly and only for LLCCDC purposes. Personal use requires authorisation.

### **6. Breaches of the Code**

Alleged breaches will be investigated fairly, in line with the disciplinary procedure. .

### **7. Review and Implementation**

This Code will be reviewed annually by the Board. A signed acknowledgement confirms understanding and agreement to abide by it.

Signed by the Chair:

Date:

27/11/2025

*Andrew Gunn*