



CODE OF ETHICS COMPUTER LEARNING CENTRE

COMPUTER LEARNING CENTRE will conduct its business honestly and ethically wherever we operate in the world. We will constantly improve the quality of our services, products and operations and will create a reputation for honesty, fairness, respect, responsibility, integrity, trust and sound business judgment. No illegal or unethical conduct on the part of officers, directors, employees or affiliates is in the company's best interest.

COMPUTER LEARNING CENTRE will not compromise its principles for short-term advantage. The ethical performance of this company is the sum of the ethics of the men and women who work here. Thus, we are all expected to adhere to high standards of personal integrity.

COMPUTER LEARNING CENTRE will maintain trustworthiness and reputation. We aspire to conduct business in accordance with ethical standards and in full compliance with all laws and regulations. Directors and Employees will always do their work fairly, honestly, and legally when dealing with our clients, vendors, partners, and Government entities/Officials.

No bribes, kickbacks or other similar remuneration or consideration shall be given to any person or organization to attract or influence business activity. Directors and employees shall avoid gifts, gratuities, fees, bonuses or excessive entertainment, to attract or influence business activity.

Directors and employees will refrain from gathering competitor intelligence by illegitimate means and refrain from acting on knowledge which has been gathered in such a manner. The Directors and employees of COMPUTER LEARNING CENTRE will seek to avoid exaggerating or disparaging comparisons of the services and competence of their competitors.

Directors and employees will seek to report all information accurately and honestly, and as otherwise required by applicable reporting requirements.

Directors and employees will refrain from gathering competitor intelligence by illegitimate means and refrain from acting on knowledge which has been gathered in such a manner. The Directors and employees of COMPUTER LEARNING CENTRE will seek to avoid exaggerating or disparaging comparisons of the services and competence of their competitors.

Directors and employees will obey all Equal Employment Opportunity laws and act with respect and responsibility towards others in all of their dealings.



CODE OF ETHICS COMPUTER LEARNING CENTRE

Directors and employees will remain personally balanced so that their personal life will not interfere with their ability to deliver quality products or services to the company and its clients.

Directors and employees agree to disclose unethical, dishonest, fraudulent and illegal behavior, or the violation of company policies and procedures, directly to management.

Violation of this Code of Ethics can result in discipline, including possible termination. The degree of discipline relates in part to whether there was a voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

Remember that good ethics is good business



CODE OF ETHICS COMPUTER LEARNING CENTRE

Reviewed by:

Head of Operations


Emily Nthiga

Signature: 

Date: 2nd January 2017

Head of Finance and Human Resource Management

Adilah Rafique

Signature: 

Date: 2nd January 2017

Approved by

Managing Director

Mr Aunally Maloo

Signature: 

Date: 2nd January 2017