

Code of Professional Conduct Policy

Purpose of policy

The purpose of this policy is to outline the expected code of professional conduct and to ensure Top2% conducts its business in an ethical, professional and responsible manner.

Professional Competence and Behaviour of the Consultants:

- They should ensure that they provide a professional, up to date and insightful training and consultancy.
- They must maintain their professional knowledge and competence.
- They should accept responsibility for their professional actions and decisions.

Ethical Standards and Integrity of the Consultants:

- They should establish, maintain and develop business relationships based on mutual confidence and trust.
- They should exhibit professional and personal integrity at all times.
- They respect and demonstrate sensitivity for the customs, practices, culture and beliefs of Top2% clients.
- They should promote equality, diversity and inclusion.
- They should protect confidential information acquired as a result of any training or consultancy and professional relationships and not use it for personal advantage or for the benefit of third parties.
- They should always act in a way that supports and demonstrates the values and ethos of Top2% and uphold its reputation.
- They should be mindful of their responsibilities as professional consultants towards the wider community.
- They should ensure that they personally act within the law and uphold professional standards and take action when others fail or appear to be planning to fail to do so
- They should exhibit personal leadership as a role model for maintaining the highest standards of ethical conduct
- They should make sure their professional membership or chartered status is described correctly, being mindful of the distinction between acting in a personal and professional capacity.

In the event that the Services are to be performed in Brunei, Consultants will not socialise with students, with the exception of organised events. And will observe local laws and customs including Sharia Law customs when forming relationships connected with the Client.



Consultants will not bring any alcoholic beverages into Brunei nor will they drink any alcoholic beverages in public

Should a consultant cease working for TOP2% they will not accept or carry out any business for any client who was, at any time within nine months of the date of termination of their contract, a Client of Top 2%.

Top 2% Commitment

Top 2% set high standards of engagement and require a firm commitment to continuous professional development. We also require consultants to adhere to the standards of behaviour, competence, ethics, trust and integrity and enshrined in this Code of Professional Conduct.

Monitoring and Review

The Director will monitor the effectiveness and review the implementation of this policy regularly considering its suitability.

If the profile of the company's business activity or operating environment changes significantly the policy will be fully reviewed.

All employees, associates and other personnel working in partnership with Top 2% are invited to comment on this policy and suggest ways in which it may be improved.

Application of the Policy

This policy, its principle procedures should be applied by the Director, consultants, contractors and other personnel who work in partnership with Top 2%.

If an instance of misconduct is suspected or detected, it should be referred to the Company Director. Such reports will be treated confidentially.