

Synergy Success Network

Ethical Trading Policy

Synergy Success Network is committed to ensuring the highest standards of ethical and environmental trade practices, professionalism and business conduct including the provision of safe working conditions, the protection of workers' rights and fair trading.

It is Synergy Success Network's goal to ensure that we act in strict compliance with the law at all times.

We will not tolerate any behaviour or practice that compromises Synergy Success Network's integrity or honesty.

All decisions made by Synergy Success Network will be fair and based on transparent processes.

Scope

The Policy applies to all areas of Synergy Success Network's business.

The Power Team members are contractually bound to observe the provisions of this Policy.

Where the provisions of this Policy afford greater protection than the law, the terms of this Policy prevail.

Policy Objective

The objectives of the Policy are:

- to set out a clear statement of Synergy Success Network's Ethical Trading Policy
- to promote the adoption and improvement of ethical practices
- to implement effective processes to ensure fair trading
- to give reassurance to Business Builders Programme members that ethical practices are the core principles of Synergy Success Network, The Business Builder Programme and The Power Team

Compliance

Synergy Success Network recognises that The Power Team members may not be able to achieve all the standards laid out in this Policy immediately but is willing to engage with businesses who:

- have implemented, or are willing to implement, appropriate and workable processes for raising standards to be compliant with this Policy within six months; and
- are able to demonstrate a responsible and transparent approach to their working and general practices; and
- have demonstrated an ongoing commitment to improving working and ethical standards.

Independence and Objectivity

Synergy Success Network is committed to being fair, transparent, impartial and objective in all of its dealings and we expect the same of The Power Team members. Our specific standards of behaviour are:

- Make referrals for Business Builder Programme members to Power Team Members as Synergy Success Network has carried out suitable diligence and operates a dispute resolution process affording protection to the Business Builders Programme members. Referrals to non-Power Team Members will be seen as a serious breach of the terms of The Power Team membership.
- Do not directly or indirectly accept any form of payment or material benefit from third parties for services performed outside the scope of any agreement.
- Declare in writing any financial or personal interest, direct or indirect, in any other company which is either a supplier or a competitor.
- Do not engage in bribery, corruption or other similar unethical practices in order to gain competitive advantage.

Employment Policies

Synergy Success Network is committed to attaining the highest standards of employment practice and wishes to be recognised as a good employer. It is committed to communicating its strategy and objectives to employees and keeping employees informed on the Company's progress against them.

We support and promote the ethos and principles of equal opportunities in employment, striving to create a culture where every member of our team is treated fairly and without fear of harassment or victimisation for any reason. In particular, we do not condone:

- The use of any form of forced, bonded or involuntary labour, and workers must not be obliged to lodge identity papers or pay any deposit as a condition of work.
- Workers being subject to physical or verbal abuse or threats or intimidation of any description.
- Workers being required to work extreme hours or work without adequate rest periods.
- The use of workers under the age of 15, (or the minimum legal working age in the country in question, if higher than 15).
- Unsafe or unhygienic factories and work sites and in particular an inadequate number of safe and accessible fire exits from buildings including any living accommodation.
- Workers not having access to drinking water.
- The endangerment of workers' life or limb due to the use of dangerous machinery, unsafe building structure or layout, or hazardous chemicals.
- Wages insufficient to meet basic needs and provide some discretionary income.

Transparency and Confidentiality

Synergy Success Network will be transparent in all of its operations except where it is constrained by issues of confidentiality. Non-disclosure agreements will be used in appropriate circumstances.

Synergy Success Network will strive to communicate clearly and succinctly in order to minimise complexity in all our business dealings.

We will comply with the provisions of the Data Protection Act.

Protecting Business Assets

Synergy Success Network will avoid waste and extravagance and look for improvements to systems and procedures to achieve optimal effectiveness, efficiency and responsiveness.

We will demonstrate an awareness of environmental matters and a commitment to improving environmental standards, (including, without limitation, waste reduction, increased recycling, reduction of pollution, increased use of environmentally friendly products from sustainable sources).

We will follow agreed procurement procedures when commissioning third-party services.

Suppliers, Advisors, Agents and The Power Team members

Synergy Success Network will aim to develop relationships with its suppliers, advisors, agents and The Power Team members based on mutual trust and shared values. Therefore:

We will conduct business with suppliers, advisors, agents and The Power Team members in a professional manner.

Synergy Success Network will pay its suppliers on time and according to agreed terms.

Synergy Success Network will as far as is practicable, engage with business partners on matters relating to Corporate Responsibility.

Competitors

Synergy Success Network will:

- Compete in a lawful manner.
- Not seek to damage the reputation of competitors, either directly or by implication or innuendo.
- Avoid discussing proprietary or confidential information in any contacts with competitors.
- Not attempt to acquire information regarding a competitor's business by unlawful means, including industrial espionage, hiring competitors' employees to obtain confidential information, urging competitors' employees, clients or occupiers to disclose confidential information or any other approach that is not above board.

Governance and Financial Matters

Synergy Success Network will:

- Comply with all laws, rules and government regulations that apply to it.
- Maintain accurate business records, following best practice in all respects.
- Maintain financial statements and accounts in a manner that are accurate and auditable.

Contractual Arrangements

Synergy Success Network is committed to meeting its contractual commitments and will build relationships with its suppliers, agents, contracted service providers and The Power Team members based on mutual trust.

Special Provisions for The Power Team members

Documentation and Inspection

The Power Team members must adopt effective systems for the implementation of the provisions of this Policy and for monitoring and documenting compliance with its provisions to the satisfaction of Synergy Success Network.

The Power Team members must maintain such documentary records as may be necessary to demonstrate compliance with the terms of this Policy. All such documentation must be original records and available to Synergy Success Network for inspection upon request.

The Power Team members must permit Synergy Success Network to inspect relevant material in order to establish compliance with the Policy.

Non Compliance

By entering into an agreement with Synergy Success Network, The Power Team members have agreed to the terms of this Policy.

In the event that Synergy Success Network considers that a member of The Power Team is not in compliance with the Policy, they must take all such appropriate remedial actions as requested by Synergy Success Network to address any areas of concern.

Without prejudice to the provisions of the Policy or the terms of any agreement between The Power Team members and Synergy Success Network, Synergy Success Network shall be entitled in its sole and absolute discretion to terminate all contracts with The Power Team members with immediate effect and without liability in the event that;

- Referrals for Business Builder Programme members by The Power Team members are made to non-Power Team members.
- The Power Team members are not fully compliant with this Policy at any time, or
- In the reasonable determination of Synergy Success Network, The Power Team member has failed to demonstrate to the satisfaction of Synergy Success Network, a genuine willingness to work towards meeting all of the provisions of the Policy within a reasonable time, or
- In the reasonable opinion of Synergy Success Network, The Power Team member has failed to demonstrate to the satisfaction of Synergy Success Network, sufficient openness and transparency to allow a robust verification of their working practices.