



East Anglian Languages

At East Anglian Languages, we expect all employees and contractors to exhibit the highest standards of ethical behavior and abide by our code of conduct.

Employees and contractors must always:

1. Comply with all applicable laws and regulations;
2. Never engage in bribery, corruption, extortion or embezzlement;
3. Declare all conflicts of interest;
4. Ensure business hospitality or gifts are reasonable and not intended to effect decisions;
5. Only obtain competitive information legitimately and for legitimate purposes;
6. Record and perform all business dealings transparently and accurately;
7. Safeguard intellectual property, know-how, confidential and personal information;
8. Store and deliver products and services to meet specifications;
9. Respect the legal and contractual rights of all workers;
10. Treat all employees, team members and clients with respect and dignity;
11. Follow safety and security procedures, only carry out work you are trained to do;
12. Respect the optional legal rights of others to collective bargaining;
13. Respect the rights of indigenous people and local communities; and
14. Aim to protect and preserve the environment.

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