



AIM: to outline Kids Planet's stance on business ethics, for employees and everyone with whom we have business relations.

SCOPE: All Kids Planet employees, agency workers, volunteers, students and Training Academy learners. All contractors, suppliers and service providers. Our customers. The Kids Planet Board of Directors and our investors.

PRINCIPLES

Kids Planet operates according to the following nine principles and expects all in scope of this policy to ensure their actions, activities and business relationships are attuned to these principles

1. Honesty
2. Equality
3. Fairness
4. Kindness
5. Lawfulness
6. Accountability
7. Collaboration/teamwork
8. Well-being
9. Respect for the Environment

LIVING BY THE CODE

We trust our employees and we believe our staff are of a strong moral calibre. Kids Planet employees behave in the following ways, to ensure the Code of Ethics is promoted and fostered as a code that is fundamental to our business and how we operate:

1. We are honest
 - In business as well as in our working relationships with each other, honesty and transparency are key.
 - We are careful not to create any conflict of interest, ensuring our actions do not undermine or exploit the company or its values.
 - We abide by our own policies that are related to honesty.
2. We are committed to equality
 - Kids Planet does not discriminate on grounds of any protected characteristic of identity in any aspect of business including recruitment and progression as well as provision of childcare.
 - We abide by our own policies that are related to equality.
3. We are fair
 - Our processes for recruitment and staff progression are fair.
 - Remuneration is fair and respectable in context of the childcare sector.
 - Kids Planet engages in fair contractual relationships with employees and all persons and entities we contract with.
 - Favouritism on any level is not acceptable in Kids Planet.
4. We are kind
 - In our interactions with others, we are caring and helpful.
 - Bullying and harassment are not tolerated at Kids Planet.
 - We consider our impact on local communities, ensuring any negative effects are mitigated as far as possible and that positive impacts are pursued.



5. Our working practices and behaviours are lawful
 - We have a dedicated team with responsibility for compliance with legislation and guidelines.
 - We have strong external connections with governing bodies, regulators and legal advisers.
 - All Kids Planet contracts and agreements (for example, employment contracts; parent contracts; lease agreements and service level agreements) are reviewed to ensure they are lawful.
 - We notify employees and members of the public with regard to our legal duties as employers; data processors and controllers; business premises owners and occupiers.
 - Our working practices are lawful and we keep abreast of changes in the law, making changes to our working practice when needed.
6. Accountability
 - We are clear in our policies and other documents about who is accountable and how they are accountable.
 - We own up to our mistakes; try to make amends and learn from any failures.
7. Collaboration and teamwork
 - We work hard, gaining the respect and trust of our co-workers and business associates.
 - We engage with aims and objectives of the business, being careful not to block progress with objections, but instead to bring constructive ideas and solutions to the table.
 - We abide by Kids Planet policies and procedures, using Kids Planet forms and appendices; risk assessments and other Kids Planet documents, ensuring we each play our part in Kids Planet approved processes and procedures.
 - We are mindful of others and their own workload, as well as the aims and objectives in their individual role.
 - If we can help each other, we will.
8. We take steps to help ensure health, safety and well-being
 - We are vigilant as to our own health and safety and the health and safety of others.
 - We take reasonable steps to ensure the health and safety of staff, children in our care, customers and all users of Kids planet premises.
 - We have dedicated teams with responsibility for health, safety and mental health.
 - There is clear commitment from senior management to the well-being of our staff and this commitment runs right through the company structure.
9. We respect the environment
 - We are mindful of our impact on the environment, including local environments.
 - We take positive steps to reduce any negative impact we have on the environment and to contribute to biodiversity.
 - We do all we can to live up to the Kids Planet brand, acknowledging that our children's planet is as vital to their future as the teaching, learning and experiences we provide for them.



HOW THE CODE IS ENFORCED

Violating the Kids Planet Code of Ethics is a serious matter and strikes at the heart of all our contractual relationships which are built on trust and mutual respect. Violation of the code by an employee is a serious disciplinary matter.

Kids Planet policies and procedures are clear and well communicated. Relevant stakeholders are consulted and supported with any changes to policies and procedures, which are reviewed at least annually, ensuring they remain lawful and to re-confirm operational feasibility.

Recruitment and progression processes, including succession planning, are transparent and fair. Remuneration is fair and pay is reviewed annually, in good time for setting expectations in the next financial year.

Kids Planet approve contractors, suppliers and service providers by way of a strong due diligence process that accounts for business ethics, including third party impact on environment, sustainability and governance.

RELATED POLICES AND DOCUMENTS

- Anti-Bribery and Corruption policy
- Staff Code of Conduct
- Parent and Visitor Code of Conduct
- Aims, Objectives and Values policy
- Equality and Diversity policy
- Bullying and Harassment policy
- Whistleblowing policy
- Health and Safety policy
- Kids Planet Contract of Employment
- Kids Planet Parent Contract
- Contractor Supplier Agreement