

Conflicts of Interests Policy

Purpose:

The purpose of this policy is to ensure that all employees of Worldwide International Ltd t/a Publiship understand the importance of avoiding conflicts of interest and to establish a framework for identifying, disclosing, and managing potential conflicts. This policy aims to maintain the integrity of Worldwide International t/a Publiship and foster a culture of transparency and ethical conduct.

Scope:

This policy applies to all employees, contractors, agents, and any other individuals acting on behalf of Worldwide International t/a Publiship. It encompasses all business activities, including dealings with clients, suppliers, and other third parties.

Definition:

A conflict of interest arises when an employee's personal interests, relationships, or activities interfere, or could be perceived to interfere, with their ability to make impartial decisions on behalf of Worldwide International t/a Publiship. Conflicts may be actual, potential, or perceived.

Examples:

Conflicts of interest can take various forms, including, but not limited to:

- **Financial Interests:** Holding significant financial investments in competitors, suppliers, or clients that could influence decision-making.
- **Personal Relationships:** Close personal relationships with individuals at competitor firms, suppliers, or clients that could compromise professional judgment.
- **Gifts and Hospitality:** Accepting gifts, entertainment, or favours from clients, suppliers, or competitors that could affect the objectivity of business decisions. Employees should avoid accepting gifts of significant value without prior approval.
- **Outside Employment:** Engaging in outside employment or business activities that compete with Worldwide International Ltd t/a Publiship or could create a distraction from job responsibilities.
- **Intellectual Property:** Using or sharing confidential information or trade secrets from Worldwide International Ltd t/a Publiship for personal gain or to benefit a third party.

Employee Responsibilities:

All employees have a duty to uphold the highest standards of integrity. Specific responsibilities include:

- **Disclosure:** Employees must promptly disclose any actual or potential conflicts of interest to management team in writing. This includes any personal relationships that could influence decision-making or any financial interests in competing firms.
- **Seeking Guidance:** Employees are encouraged to seek guidance from the management team if they are uncertain whether a situation may constitute a conflict of interest.
- **Recusal:** Employees should recuse themselves from decision-making processes or discussions where they have a conflict of interest.
- **Compliance:** Adhere to this policy and cooperate in any investigations related to potential conflicts.

Reporting and Resolution Procedures:

- **Reporting:** Employees must report any potential conflicts of interest immediately upon awareness to the management team. Confidentiality will be maintained to the extent possible during the reporting process.
- **Assessment:** The management team will assess the situation and determine whether a conflict of interest exists. If a conflict is identified, the company may implement measures to mitigate it, such as:
 - Reassigning duties or responsibilities.
 - Offering training or guidance to the involved parties.
 - Involving a third party to provide an objective assessment.
- **Documentation:** All disclosures and resolutions will be documented and retained in the employee's personnel file.

Breach of Policy:

Failure to disclose a conflict of interest or attempting to conceal a conflict may result in disciplinary action, which can include termination of employment. Worldwide International t/a Publiship takes breaches of this policy seriously to protect the integrity of the organization.

Training:

We will provide training and resources to ensure that all employees understand this policy and its implications. Regular reminders and workshops will be conducted to reinforce the importance of ethical behaviour and transparency.

Policy Review

This policy will be reviewed annually or as necessary to ensure it remains relevant and effective. Any amendments will be communicated to all employees.

Qualitative Objective

Expect all employees to avoid conflicts of interest

Quantitative Target

Train 100% of its employees on conflict of interest topic by 2030

Acknowledgment:

All employees are required to acknowledge receipt and understanding of this policy.

Worldwide International Ltd T/A Publiship is committed to conducting business ethically and with integrity.

This policy will be reviewed annually or sooner if required due to changes in legislation or business needs. Any amendments will be communicated to employees in a timely manner.

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