

# Ethics Policy

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**Scope:**

All Staff

**Distribution:**

Staff Portal

**Amendment Log:**

Date	Ver	Changes
04/01/2021	1.0	New policy
07/01/2022	2.0	Update to Global ATS branding logo and document reviewed by HR Manager

**Approved By:**

<b>Name</b>	<b>Position</b>
Marcus Mimms	Managing Director
<b>Signed</b>	<b>Date</b>
	10/01/2022

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## Ethics Policy

### 1. Introduction

It is the policy of Global ATS Ltd that its employees and board members uphold the highest standards of ethical, professional behaviour. To that end, the employees and board members shall dedicate themselves to carrying out the mission of this organisation and shall:

- Hold paramount the safety, health and welfare of the public and the employees in the performance of professional duties;
- Act in such a manner as to uphold and enhance personal and professional honour, integrity, and the dignity of the profession.

### 2. Specific Areas

- a. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin;
- b. Engage in carrying out Global ATS's mission in a professional manner;
- c. Collaborate with and support other professionals in carrying out Global ATS's mission;
- d. Build professional reputations on the merit of services and refrain from competing unfairly with others;
- e. Recognise that the chief function of Global ATS at all times is to serve the best interests of its employees and clients whilst at no time prejudicing the quality and standards of training;
- f. Accept as a personal duty the responsibility to keep up to date on current and emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness;
- g. Respect the structure and responsibilities of the board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors;

- h.** Keep the community associated with Global ATS whether business community, employee community or local community informed about issues affecting it;
- i.** Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion;
- j.** Exercise whatever discretionary authority they have under the law to carry out the mission of the organization, with care and full consideration to others;
- k.** Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in such activities;
- l.** Avoid any interest or activity that is in conflict with the conduct of their official duties;
- m.** Respect and protect privileged information to which they have access in the course of their official duties;
- n.** Strive for personal and professional excellence and encourage the professional developments of others.

### 3. Marketing

In respect of International students, the marketing policy of Global ATS is to contact the Civil Aviation Authority of governments or ANSP's, especially those that we have trained for in the past, at least every 6 months.

In respect of UK students to market in a fair and unbiased way the benefits of training with Global ATS, without placing any undue influence on those students or their employers.

We also send a new brochure to each CAA and ANSP whenever we do a reprint.

The majority of the international work is by way of international tender. Because Global ATS is known as a leading provider of training, we would normally be expected to be invited to tender.

Global ATS does not employ agents to source training. The direct approach to a CAA or ANSP, which is by the Sales & Marketing Director, enables contact to be made as and when appropriate.

Global ATS does not discriminate in any way against any country, and Global ATS works closely with the UK Trade and Industry departments responsible for the countries in which Global ATS trains. Global ATS on occasion keeps in contact with UK Embassies overseas when visiting client locations.

Global ATS will not trade with any country which has an embargo placed on it by the UK government.

Global ATS will not make any payment to any third party or government official to secure any contract.

All brochures and advertisements for training will be approved by the Managing Director.

All tender documentation will be reviewed and approved by the Managing Director and Sales & Marketing Director as appropriate to the tender price threshold.