

# ETHICS POLICY

## 1. Purpose

- 1.1. Myoken Ltd is committed to the practice of responsible corporate behaviour.
- 1.2. Myoken Ltd strives to ensure that it acts in appropriate ways to maintain and enhance its reputation. Myoken Ltd seeks to act with honesty and integrity in its dealings with its clients, employees, shareholders, regulators, suppliers and its wider community.
- 1.3. Through its business practices Myoken Ltd seeks to protect and promote the human rights and basic freedoms of its employees and agents.
- 1.4. Myoken Ltd is also committed to protecting the rights of all of those whose work contributes to the success of Myoken Ltd, including those employees and agents of suppliers to Myoken Ltd.
- 1.5. Myoken Ltd is also committed to eliminating bribery and corruption. It is essential that all employees and persons associated with Myoken Ltd adhere to this policy and abstain from giving or receiving bribes of any form.
- 1.6. This policy is non-exhaustive and all aspects of Myoken Ltd's business should be considered in the spirit of this policy.

## 2. Human Rights

Myoken Ltd operates in the advertising and marketing sectors which have straightforward supply chains. This makes the risk of modern slavery or human trafficking low. Nevertheless, we understand the importance of combatting slavery and human trafficking and our duty to take steps to tackle the issue:

- 2.1. Myoken Ltd is vehemently opposed to the use of slavery in all forms; cruel, inhuman or degrading punishments; and any attempt to control or reduce freedom of thought, conscience and religion.
- 2.2. Myoken Ltd will ensure that all of its employees, agents and contractors are entitled to their human rights as set out in the Universal Declaration of Human Rights and the Human Rights Act 1998.
- 2.3. Myoken Ltd will not enter into any business arrangement with any person, or organisation which fails to uphold the human rights of its workers or who breach the human rights of those affected by the organisation's activities.
- 2.4. Myoken Ltd are committed to inclusion and diversity across race, gender, age, religion, identity and experience in all countries in which we operate or seek to operate in the future.
- 2.5. Myoken Ltd always respects, embraces and encourages the uniqueness of individuals and their talents.

### **3. Workers Rights**

- 3.1. Myoken Ltd is committed to complying with all relevant employment legislation and regulations which Myoken Ltd regards as the minimum opposed to the recommended standard.
- 3.2. No worker should be discriminated against on the basis of age, gender, race, sexual orientation, religion or beliefs, gender reassignment, marital status or pregnancy. All workers should be treated equally. Workers operating in the same territories with the same experience and qualifications should receive equal pay for equal work.
- 3.3. No worker should be prevented from joining or forming a staff association or trade union, nor should any worker suffer any detriment as a result of joining, or failing to join, any such organisation.
- 3.4. Workers should be aware of the terms and conditions of their employment or engagement from the outset. In particular workers must be made aware of the salary or fees that they will receive and how it is to be paid, the hours that they must work and any legal limit which exists for their protection. Workers should also be allowed such time off as is granted by legislation.
- 3.5. Myoken Ltd does not accept any physical punishment, harassment in any form, or bullying in any form.

### **4. Environmental Issues**

- 4.1. Myoken Ltd is committed to keeping the environmental impact of its activities to a minimum and operate in an environmentally sensitive manner.
- 4.2. As an absolute minimum Myoken Ltd will ensure that it meets all applicable environmental laws in whichever jurisdiction it may be operating.
- 4.3. Where possible printing is kept to a minimum.
- 4.4. Myoken Ltd uses wood fibre printing paper from PEFC Certified forests.
- 4.5. There is a ban on plastic straws or disposable cups in our office.
- 4.6. All electricity in our office is 100% renewable.
- 4.7. Myoken Ltd is a keen supporter of AdGreen's recommended production practices and aims to encourage all of its clients to adopt green productions.
- 4.8. Myoken Ltd is committed to genuine change in our business and the wider industry.

### **5. Marketing Ethics**

- 5.1. As a company, Myoken Ltd will not knowingly work on projects which contain statements, suggestions or images offensive to general public

decency and will give appropriate consideration to the impact of the projects worked on.

5.2. Myoken Ltd do we undertake work on the advertising of meat products or any products that exploit animals or the environment.

## **6. Conflicts of Interest**

6.1. Myoken Ltd holds as fundamental to its success the trust and confidence of those with whom it deals, including clients, suppliers, employees and consultants. Conflicts of interest potentially undermine the relationship of Myoken Ltd with its partners.

6.2. All officers, employees, consultants and other representatives of Myoken Ltd are expected to act honestly and within the law.

## **7. Information & Confidentiality**

7.1. Information received by employees or consultants of Myoken Ltd will not be used for any personal gain, nor will it be used for any purpose beyond that for which it was given.

7.2. Myoken Ltd will at all times ensure that it complies with all applicable requirements of the Data Protection Legislation, including the General Data Protection Regulation (EU) 2016/679 ("GDPR") any legislation which succeeds the GDPR.

## **8. Suppliers and Partners**

8.1. Myoken Ltd expects all suppliers and partners to work towards and uphold similar ethical and moral standards.

8.2. Myoken Ltd reserves the right to request information from suppliers regarding the production and sources of goods supplied.

8.3. Myoken Ltd reserves the rights to withdraw from any agreement or other arrangement with any supplier or partner who is found to have acted in contravention of the spirit or principles of this Policy.

This policy has been approved & authorised by:

Name: S Wadey

Position: Founder

Date: 1 March 2020

