

CK Business Solutions Limited Operations and Conduct Policy

Effective Date: 21.01.21

Purpose: This policy outlines the principles, standards, and practices that guide CK Business Solutions Limited, under the leadership of Cleon Kinghorn, Director. It ensures transparency, accountability, and compliance with New Zealand business laws, fostering trust among clients, employees, and stakeholders.

1. Scope of Policy

This policy applies to all employees, contractors, clients, and stakeholders engaged with CK Business Solutions Limited. It governs all aspects of our operations, ensuring legal and ethical compliance in New Zealand.

2. Core Values

At CK Business Solutions Limited, we are committed to:

- **Integrity:** Acting honestly and ethically in all dealings.
 - **Excellence:** Providing high-quality services tailored to client needs.
 - **Accountability:** Taking responsibility for actions and outcomes.
 - **Innovation:** Embracing continuous improvement and modern practices.
 - **Sustainability:** Operating in an environmentally conscious manner.
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3. Compliance with New Zealand Laws

We operate in full compliance with New Zealand laws and regulations, including:

- The Companies Act 1993.
- Employment Relations Act 2000.
- Privacy Act 2020.
- Health and Safety at Work Act 2015.

Employees and stakeholders are required to stay informed about their obligations under these laws.

4. Client Commitment

We prioritize our clients by:

- Delivering services that meet or exceed expectations.
 - Maintaining clear, accurate, and timely communication.
 - Safeguarding client data in line with the Privacy Act 2020.
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5. Employee Responsibilities

Our team members are expected to:

- Treat colleagues, clients, and stakeholders with respect and professionalism.
 - Adhere to company policies and procedures.
 - Maintain a safe and inclusive workplace in line with health and safety laws.
 - Report any policy violations to the Director promptly.
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6. Environmental Responsibility

CK Business Solutions Limited is committed to:

- Minimizing waste and environmental impact.
- Supporting sustainable practices in our operations.
- Complying with all New Zealand environmental regulations.

7. Community Engagement

We strive to make a positive impact by:

- Supporting local businesses and initiatives.
- Promoting diversity and inclusion within our operations.
- Encouraging community involvement and volunteerism.

8. Reporting and Accountability

- Any breaches of this policy will be investigated thoroughly. Consequences may include corrective action or termination, depending on the severity of the breach.
- Concerns or reports can be directed to Cleon Kinghorn, Director, via [insert contact information].

9. Policy Updates

This policy will be reviewed regularly to ensure alignment with New Zealand laws and best practices. Updates will be communicated to all stakeholders and published on our website.

Contact Information: For questions or concerns about this policy, please contact: Cleon Kinghorn, Director Email: [Insert Email Address] Phone: [Insert Phone Number]

By adhering to this policy, CK Business Solutions Limited ensures ethical, legal, and professional standards in all aspects of our operations.