Code of Conduct

Version Number	1.2
Last Approved	Feb 28, 2024
Classification	PUBLIC

Learning Technologies Group plc – Proprietary and Confidential – This document contains confidential information, which is the property of Learning Technologies Group plc, and may not be distributed externally without explicit written permission.

Overview

This policy discusses code of conduct at LTG and how there may be different codes of conduct depending on geographical variation. Training on code of conduct is also referenced including how this is conducted.

Applicability

The applicability of this statement falls under purview of the Global Policy Applicability Statement.

Scope

This policy applies to all persons working for us or working for any Group company or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers and interns.

Code of Conduct

Access to your code of conduct

1. Your code of conduct is formed by the policies documented within your applicable regional handbook.

2. Handbooks are geographically scoped due to our need to meet local requirements and obligations.

3. You can access your handbook via the People Hub in Confluence

4. Policies within handbooks undergo review to appropriately maintain suitability.

Code of conduct training

5. To ensure that all employees are familiar with our code of conduct principles we have introduced a mandatory eLearning course.

6. The training is required to be completed annually and participation is tracked to monitor code of conduct awareness.

7. The training can be accessed via the Learning section in Bridge.

Document control

ℹ️ This policy is only controlled in its live, digital format. Any other format or export of this policy is an uncontrolled version of this document

Document Owner	@Heather Wood & @Valderia Brunson (Unlicensed)	
Author(s)	@Paul Gordon	
Required Approver(s) and Approval Date	@Heather Wood - HR Director	Feb 27, 2024
	@Valderia Brunson (Unlicensed) - Deputy General Counsel	Feb 28, 2024
Review cycle	Annual	
Next review date	Feb 28, 2025	

Version History

Date	Author(s)	Version	Changes
Nov 1, 2024	@angelina.kilmer	1.2	Changed Policy classification from Confidential to Public
Feb 28, 2024	@Sarah Zwicker (Unlicensed)	1.1	Approval from HR and Legal
Feb 21, 2024	@Paul Gordon	1.0	Original version