



## CODE OF CONDUCT

*Good Knight Security Services*

**Document Reference:** GKS-HR-POL-001 – Code of Conduct

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**Approved By:** CEO

### **1. Purpose**

This Code of Conduct establishes the ethical, legal, and professional standards required of all personnel of Good Knight Security Services (GKS). It ensures that all company activities are conducted lawfully, responsibly, and with full respect for human dignity, human rights, and applicable legal frameworks.

This Code reflects GKS commitment to operating in complex environments with integrity, discipline, and accountability. It is aligned with the principles of the International Code of Conduct Association and reflects internationally recognized standards for responsible private security operations.

### **2. Scope**

This Code applies to all employees, managers, contractors, consultants, and subcontractors across all operational locations and activities conducted on behalf of GKS, whether armed or unarmed. It applies at all times, including during duty, off-duty conduct where relevant to professional responsibilities, and interactions with clients, communities, and third parties. Compliance with this Code is mandatory and forms a condition of engagement with GKS.

### **3. Core Principles**

All personnel shall conduct themselves in accordance with the fundamental principles of respect for human dignity and life, lawful and ethical behavior, necessity and proportionality in the use of force, accountability for actions, professionalism in conduct, respect for local communities, and the protection of civilians and vulnerable persons. These principles form the foundation of all operational decisions and actions.

### **4. Professional Conduct**

Personnel are required to maintain the highest standards of discipline, integrity, and professionalism at all times. All employees shall comply with lawful instructions, approved operational procedures, and company policies. Any form of abusive, threatening, discriminatory, negligent, or reckless behavior is strictly prohibited.



Personnel are expected to represent GKS in a manner that reflects positively on the organization, maintaining respectful conduct towards clients, colleagues, and the public. Any misconduct, breach of procedure, or inappropriate behavior must be reported without delay through established channels.

### **5. Human Rights Commitment**

GKS maintains a strict and non-negotiable commitment to the protection of human rights and does not tolerate any form of violation of human dignity. Acts such as torture, cruel, inhuman or degrading treatment, unlawful detention, human trafficking, forced or compulsory labour, and exploitation are strictly prohibited under all circumstances.

GKS applies a zero-tolerance approach to sexual exploitation and abuse. Discrimination based on race, ethnicity, nationality, religion, gender, or any other status is prohibited. All individuals shall be treated with fairness, dignity, and respect at all times, regardless of context or operational pressures.

### **6. Use of Force**

Force may only be used when it is lawful, strictly necessary, and proportionate to the threat encountered. Personnel must prioritize non-violent methods and apply the minimum level of force required to achieve a legitimate objective. The use of force must cease immediately once the threat has been neutralized.

Firearms may only be used in accordance with applicable laws and authorized procedures, and only in situations where there is a serious and imminent threat. Civilian safety and the preservation of life must remain the primary consideration in all circumstances. All use of force incidents must be reported immediately, documented, and are subject to management review and accountability processes.

### **7. Weapons and Equipment**

Only authorized weapons and equipment may be used during operations. Personnel are responsible for maintaining full accountability for all issued equipment and must adhere strictly to established procedures for handling, storage, transfer, and reporting.

Any unauthorized use, loss, negligent handling, transfer, or misuse of weapons or equipment is strictly prohibited and may result in disciplinary action.

### **8. Civilian Interaction, Detention, and Searches**

All interactions with civilians must be conducted in a lawful, respectful, and proportionate manner. Personnel must avoid any action that could result in humiliation, intimidation, or unnecessary intrusion into personal dignity and privacy.

Where detention or searches are required, they must be carried out strictly in accordance with applicable laws and procedures. Individuals shall be transferred to lawful authorities as soon as practicable. Arbitrary detention, excessive force, or punitive treatment is strictly prohibited.



## **9. Anti-Corruption and Conflict of Interest**

GKS maintains a zero-tolerance policy towards bribery, corruption, and misuse of position for personal gain. Personnel must act with honesty and integrity in all professional dealings and must not offer, accept, or solicit any improper advantage.

Any actual or potential conflict of interest must be declared promptly to management. Decisions must be made in the best interest of the company and in line with ethical standards.

## **10. Confidentiality and Data Protection**

All operational, client, and personnel information must be handled with strict confidentiality. Sensitive information shall only be accessed, used, or shared through authorized channels and strictly on a need-to-know basis.

Unauthorized disclosure, misuse, or loss of confidential information is strictly prohibited and may result in disciplinary or legal action.

## **11. Fitness for Duty**

Personnel must report for duty in a fit and capable condition, both physically and mentally. The use of alcohol, drugs, or any substances that may impair judgment, performance, or behavior during duty is strictly prohibited.

A zero-tolerance approach applies in all operational environments, particularly in high-risk or armed roles.

## **12. Reporting, Whistleblowing, and Non-Retaliation**

All personnel have a duty to report misconduct, use of force incidents, safety concerns, corruption, abuse, and any other serious issues without delay. Reporting must be made through established channels and in accordance with company procedures.

Personnel are also expected, within their authority and where safe to do so, to take reasonable steps to prevent or stop violations. GKS is committed to protecting individuals who report concerns in good faith, and retaliation in any form is strictly prohibited.

## **13. Complaints and Investigations**

GKS maintains accessible and appropriate channels for employees, clients, and affected communities to raise concerns or complaints. All complaints shall be handled in a fair, impartial, and timely manner, with due regard for confidentiality where appropriate.

Serious incidents and credible allegations shall be formally documented and reviewed. Investigations will be conducted objectively, and appropriate corrective or preventive actions will be implemented based on findings.

## **14. Training Requirements**

All personnel shall receive initial training and periodic refresher training appropriate to their role and operational environment. This includes training on the Code of Conduct, human rights, use of force, and reporting obligations.



Training records shall be maintained, and personnel are required to acknowledge their understanding and compliance with the standards set out in this Code.

### **15. Disciplinary Action, Implementation, and Acknowledgement**

Any violation of this Code may result in disciplinary action, including formal warnings, suspension, removal from duty, termination of employment, or referral to relevant authorities where applicable.

Management is responsible for ensuring the effective implementation, communication, monitoring, and enforcement of this Code. All personnel are required to formally acknowledge that they have read, understood, and agree to comply with its provisions.

**All personnel must sign acknowledgement of this Code prior to deployment or commencement of duties.**

