

INCA Design Ltd

a. Adequate Third Party Public Liability and Employers' Liability Insurance

INCA Design Ltd recognizes the importance of protecting both our employees and the public from potential risks and liabilities. To this end, we maintain adequate Third Party Public Liability and Employers' Liability Insurance coverage. This insurance provides financial protection against claims made by third parties for injury or property damage caused by our business operations, as well as coverage for employees who may suffer injuries or illnesses while on the job. By maintaining this insurance, we demonstrate our commitment to mitigating risks and ensuring the well-being of all parties involved.

b. Data Protection Policy

Protecting the privacy and security of personal data is paramount to INCA Design Ltd. Our Data Protection Policy outlines our commitment to compliance with data protection laws and regulations, including but not limited to the General Data Protection Regulation (GDPR). This policy governs the collection, processing, storage, and sharing of personal data, ensuring that it is handled responsibly and in accordance with legal requirements. Employees are expected to adhere to this policy to safeguard the confidentiality and integrity of personal information entrusted to us by clients, employees, and other stakeholders.

c. Conflict of Interest Policy

INCA Design Ltd is dedicated to maintaining the highest standards of integrity and transparency in all business dealings. Our Conflict of Interest Policy sets forth guidelines for identifying, disclosing, and managing potential conflicts of interest that may arise in the course of employment. Employees are required to disclose any personal, financial, or professional interests that could influence their judgment or decision-making processes. By proactively addressing conflicts of interest, we uphold the trust and confidence of our clients, partners, and stakeholders.

d. Anti-slavery Policy

INCA Design Ltd is committed to combating modern slavery and human trafficking in all its forms. Our Anti-slavery Policy reflects our zero-tolerance stance towards forced labour, servitude, and exploitation. We condemn the use of forced or child labour within our supply chain and require our suppliers and business partners to adhere to ethical labour practices. Through due diligence, monitoring, and collaboration with stakeholders, we strive to eradicate slavery and uphold human rights in our operations and supply chains.

e. Anti-fraud Policy

Maintaining the integrity of our business operations is paramount to INCA Design Ltd. Our Anti-fraud Policy outlines our commitment to preventing, detecting, and addressing fraudulent activities within the organization. Employees are expected to conduct themselves with honesty, transparency, and ethical behaviour in all business transactions. Any suspected or detected instances of fraud, including misrepresentation, theft, or embezzlement, will be thoroughly investigated and appropriate disciplinary action will be taken. By promoting a culture of integrity and accountability, we safeguard the reputation and trust of our stakeholders.

f. Environmental Policy

INCA Design Ltd recognizes the importance of environmental sustainability and is committed to minimizing our ecological footprint. Our Environmental Policy outlines our efforts to reduce waste, conserve resources, and mitigate environmental impacts across all aspects of our operations. This includes initiatives such as energy efficiency, waste reduction, recycling, and sustainable procurement practices. By integrating environmental considerations into our business practices, we aim to contribute to a healthier planet for current and future generations.

g. Equality and Diversity Policy

INCA Design Ltd values diversity and inclusion as fundamental principles of our organizational culture. Our Equality and Diversity Policy promotes equal opportunities and fair treatment for all employees, regardless of race, ethnicity, gender, age, disability, sexual orientation, or other characteristics. We are committed to creating a workplace environment where diversity is celebrated, and every individual is respected and valued. Discrimination or harassment of any kind will not be tolerated, and appropriate measures will be taken to address such behaviour.

h. Health and Safety Policy

The health and safety of our employees and stakeholders are paramount to INCA Design Ltd. Our Health and Safety Policy sets forth our commitment to providing a safe and healthy work environment, free from hazards and risks. We adhere to all relevant health and safety regulations and standards, conduct regular risk assessments, and provide training and resources to promote a culture of safety awareness. Employees are encouraged to report any health or safety concerns promptly, and management is committed to addressing them in a timely and effective manner.

i. Volunteer Policy

INCA Design Ltd recognizes the value of community engagement and encourages employees to volunteer their time and skills for charitable causes and community service activities. Our Volunteer Policy outlines guidelines for employees who wish to participate in volunteer opportunities during work hours or outside of work. We support and facilitate volunteerism by providing flexibility, encouragement, and recognition for employees who choose to give back to their communities. By promoting volunteerism, we strengthen our connections with the communities we serve and make a positive impact beyond our business operations.

j. Safeguarding Policy

INCA Design Ltd is committed to protecting the well-being and safety of vulnerable individuals, particularly children, young people, and adults at risk. Our Safeguarding Policy establishes procedures for identifying, preventing, and responding to safeguarding concerns or incidents that may arise within the scope of our operations. We adhere to all relevant safeguarding legislation and guidelines, conduct appropriate background checks for employees working with vulnerable populations, and provide training and support to ensure a safe and nurturing environment for all. Reporting procedures are in place to enable employees to raise safeguarding concerns confidentially and without fear of reprisal.

Conclusion

INCA Design Ltd is dedicated to upholding the highest standards of integrity, ethics, and responsibility across all aspects of our operations. These policies serve as guiding principles to ensure compliance with legal requirements, promote a positive work culture, and safeguard the interests of our employees, clients, partners, and communities. By adhering to these policies, we demonstrate our commitment to ethical conduct, social responsibility, and sustainable business practices.



Kris Brasted

Director

INCA Design Ltd