



GLOBAL STAR SECURITY SERVICES

YOUR SHIELD OF SECURITY

CODE OF CONDUCT POLICY

POLICIES & PROCEDURES

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1. PREAMBLE

Global Star Security Services (GSS) is committed to maintaining the highest standards of professionalism, integrity, and ethical behavior in all areas of its operations. As a security service provider entrusted with protecting people, assets, and sensitive environments, GSS expects all personnel to uphold values that reflect our commitment to safety, legality, respect, and accountability.

This Code of Conduct establishes the mandatory expectations and behavioral standards that apply to all GSS staff, contractors, and representatives. Compliance with this policy is a condition of employment and a foundation for maintaining trust with clients, communities, and partners.

2. PURPOSE

The purpose of this Code of Conduct is to:

- Define clear ethical and professional behavior standards.
- Ensure compliance with local and international laws.
- Promote a safe, respectful, and secure working environment.
- Protect the reputation and operational integrity of GSS.
- Prevent misconduct, abuse of authority, corruption, and unprofessional behavior.
- Guide decision-making in challenging or high-risk environments.

3. SCOPE

This policy applies to:

- All employees of GSS
- Security officers, supervisors, and managers
- Contractors, consultants, and temporary staff
- Interns, volunteers, and trainees
- Any individual acting on behalf of GSS



It applies at all times—on duty and off duty—where conduct impacts the integrity or reputation of the company.

4. CORE VALUES

All personnel must uphold:

- Integrity
- Professionalism
- Respect for human rights
- Accountability
- Confidentiality
- Operational excellence
- Non-discrimination and equality

5. STANDARDS OF BEHAVIOR

Legal Compliance

Personnel must:

- Follow all national laws, licensing requirements, and regulations.
- Comply with international humanitarian, human rights, and criminal laws.
- Report any illegal activities immediately.

Professional Conduct

Personnel must:

- Perform duties responsibly, diligently, and honestly.
- Treat all persons with dignity and respect.
- Maintain a clean, neat, and complete uniform.
- Arrive on time and remain alert while on duty.
- Follow orders from supervisors unless unlawful.



Personnel are prohibited from:

- Sleeping while on duty
- Using mobile phones on post (unless authorized)
- Engaging in arguments, intimidation, or unprofessional behavior

Anti-Corruption & Bribery

GSS maintains **zero tolerance** toward corruption.

Personnel must NOT:

- Offer, accept, or solicit bribes, gifts, or favors
- Misuse company or client assets
- Engage in fraud, extortion, or theft

All suspected corruption must be reported immediately.

Use of Force

- Force must be lawful, minimum, reasonable, and proportionate.
- Firearms may only be carried by authorized, trained personnel.
- Use of force must be reported immediately and documented.

Misuse of weapons or excessive force is grounds for dismissal.

Human Rights Protection

Personnel must:

- Respect the rights, safety, and dignity of all individuals.
- Avoid discrimination on the basis of race, gender, ethnicity, nationality, religion, disability, or political views.
- Never engage in torture, inhumane treatment, or degrading conduct.

Prohibition of Sexual Exploitation, Abuse & Harassment (SEA/Sexual Misconduct)

GSS enforces a **strict zero-tolerance policy**.

Personnel must not:



- Engage in any form of sexual exploitation, abuse, or harassment
- Exchange money, goods, employment, or favors for sexual acts
- Engage in relationships where a power imbalance exists
- Engage in sexual activity with children (anyone under 18)

All SEA allegations must be reported immediately.

Confidentiality & Data Protection

Personnel must:

- Protect confidential information (client details, operations, personnel data).
- Avoid discussing sensitive matters in public.
- Never share documents or information without authorization.

Conflict of Interest

Personnel must avoid situations where personal interests conflict with company obligations. They must:

- Disclose any potential conflict to management
- Not use their position for personal gain

Drugs, Alcohol, and Substance Abuse

Personnel must:

- Report to duty sober and fit for work
- Never consume or possess alcohol or illegal drugs on duty
- Not use prescription medication in a way that impairs performance

Violations result in disciplinary action up to termination.

Social Media & Public Communications

Personnel must not:

- Post operational information online
- Share photos of work sites, clients, or incidents
- Make political or inflammatory statements while representing GSS



All media communications require management approval.

6. REPORTING MISCONDUCT

Reporting Channels

Personnel may report misconduct via:

- Direct supervisor
- HR Department
- Integrity or Compliance Officer
- Whistleblowing email or hotline
- Anonymous reporting box

Protection from Retaliation

No employee will suffer retaliation for reporting concerns in good faith.

7. DISCIPLINARY MEASURES

Violations of this Code may result in:

- Verbal or written warnings
- Suspension
- Termination of employment
- Legal action
- Blacklisting from future security roles

Severity depends on the nature and impact of the misconduct.

8. RESPONSIBILITIES

Management



- Ensure the Code is communicated and enforced
- Provide training and resources
- Lead by example

Supervisors

- Enforce compliance at operational level
- Conduct inspections and briefings
- Address misconduct promptly

Personnel

- Comply with all aspects of this Code
- Report concerns
- Maintain professionalism at all times

9. TRAINING & AWARENESS

- All personnel will receive Code of Conduct training during induction.
- Refresher training will occur annually or as needed.
- Additional training may be required for supervisors and armed personnel.

10. REVIEW OF THE POLICY

This Code of Conduct is reviewed annually or earlier if:

- Laws or regulations change
- Client standards change
- Operational risks increase
- Internal audits recommend updates