

ThesaurusSoftware

Code of Conduct



Thesaurus Software has established itself as one of the leading payroll software providers in Ireland and the UK. We have achieved this by excelling in the areas of product, support, and marketing. All of this is the result of the hard work of talented and diverse teams of individuals working together with trust, understanding, confidence and respect. We are privileged to have such individuals working at Thesaurus Software and are committed to ensuring that we promote the personal advancement of employees where possible, that we provide a workplace where people enjoy coming to work and that mutual respect is the fundamental tenet of all our interactions.

We are fortunate to have a great reputation with our customers and other stakeholders. This reputation has built up over the course of the last 30 years. Reputation is quite a fragile thing, so it is vital that we all do our utmost to preserve and build on it. Therefore, it is important that we act ethically, legally, and responsibly in everything we do. This applies to all our dealings with each other, our customers, potential customers, our suppliers, and society as a whole.

The Code of Conduct is an attempt to put in writing how we preserve and build on that reputation. It is a living document that will evolve to respond to new circumstances, as they arise. Most of it is already second nature to you. I hope that you are comfortable bringing up any questions or input you have directly with your manager. I would like to do everything we can to ensure that the Code of Conduct remains relevant.

Paul Byrne
Managing Director

Purpose

The purpose of the Code of Conduct is to communicate Thesaurus Software's expected standards and ethical stance for employees when working and communicating with customers and managing relationships in work. This policy outlines the professional conduct that is expected by The Company to help achieve our overall goals.

Who?

No matter what your role or where you work it is important you, as an employee, are aware that you have a responsibility to follow The Company's Code. This includes all employees, full-time, part-time, remote workers, from entry-level roles all the way to directors of The Company. All employees are required to comply with the work practices and procedures laid out in the Handbook and Code of Conduct. Anyone who works on the Company's behalf (including suppliers, consultants and other business partners) must share our values.

Our Mission

As a team, our collective goal is to intelligently create, successfully deliver and professionally support the best payroll and HR software and services for SMEs in Ireland and the UK.

Our Company Values



Customer Focus

Our customers are at the heart of everything we do. We strive to go above and beyond for our customers. Our customers' success is our success.



Quality

We create superior, innovative products, delivered with industry-leading knowledge that our customers can trust and rely on.



Integrity

We act with integrity, transparency and honesty, striving to make a positive impact when dealing with our customers, our staff, our local communities and all our stakeholders.



Development

We are continuously developing; we promote staff learning and individual development, we also create collaborative work environments that allow us to be creative and challenge norms.



Teamwork

We respect and welcome each other's differing views; we support each other's successes, and we work together to be the best we can be.



Fun

We enjoy our jobs; work is a friendly place where people like to be. To help everyone connect, we prioritise company events and initiatives for our employees and their families.

Principles We Stand By

Human Rights

We believe that diversity is essential for growth and we strive to create a workforce that is made up of employees from diverse backgrounds, experiences and skills.

We respect each individual's human rights and will not discriminate on the basis of race, colour, religion, creed, sex, age, social status, family origin, physical or mental disability or sexual orientation, nor will we commit other violations of human rights.

Such discrimination will not be tolerated.

We will be resolute in upholding human rights in everything we do and will not tolerate such discrimination in others. We will make every endeavour to be fully aware of human rights issues and foster respect and equality for all.

We ask that all employees always act inclusively and according to discrimination laws.



Integrity

We are committed to acting ethically and with integrity and transparency in all business dealings, as well as upholding all legal and ethical standards. Our values are embedded in our key policies which act as our guides when making business decisions.

All employees are requested to carefully read these and bear in mind that each of us has a responsibility to incorporate these principles and values into our everyday work.

Ethical Principles

- Being trustworthy: morality, truthfulness
- Being reliable: consistency, stability, dependable
- Being respectful: dignity, polite, understanding, privacy
- Being fair: accepting, equality, best practice
- Being careful: abiding by legislation, caring for others

Policies to bear in mind

- Privacy Policy
- Corruption and Bribery
- Whistleblowing
- Data Protection
- Confidentiality

Sustainability

As a company we recognise and are committed to the responsibility we have to contribute to sustainability, both environmental and social. We are committed to being Net Zero by 2023 and we continue to build relationships in our local communities where we can give back.

All employees have a role to play in supporting these initiatives and contributing on a personal level.



Code of Conduct in our day to day lives

When making any work-related decision, it is important to ask yourself the following questions:

Am I adhering to the company's ethical principles?

Is it consistent with the company's mission and values?

Am I following the correct policies and procedures?

Would I be okay if my actions were made public?

Does this benefit the company and our stakeholders?

Is this legal?

The answer to all these questions should be yes and if there is any doubt you should ask for advice or guidance from your line manager.

As an employee I am responsible for:

- Working by our company values
- Keeping informed on the code of conduct and any changes to company policies
- Reporting concerns to my manager
- Giving my best
- Asking for guidance - no question is stupid
- Acting lawfully and within my contract

As a manager I am responsible for:

- Implementing the code of conduct in day-to-day operations of my team
- Creating a culture that allows employees to feel they can speak up and voice their opinions
- Talking about the code of conduct and being able to reference back to the code
- Promoting our company values across my team
- Supporting team members by guidance and being open when they ask for help
- Acting lawfully and ethically