

## Our code of conduct policy.

**To deliver the ethics of our organisation, professional principles and standards of conduct based on the values of our brand that need to be embraced.**

### **For us this primarily means these things:**

- Accurate, trustworthy and fair dealings with each other and all stakeholders.
  - Integrity of performance reports and time sheets and all business processes which are clear, complete, concise and correct.
  - Respect for each other.
  - Never disparage competitors.
  - The absence of intent to deceive through omission, quibbling, half truths, technicalities or evasive statements.
  - Taking direct accountability for what goes right and what goes wrong.
  - Our first loyalty is to the mission and principles of the client and not to a single person, idea or constituent.
  - Behaving as with one voice; decisions are often made by teams and they often involve compromise. However, once made, assuming principles are not compromised and the authority to make the decision is assured, staff own the decision and support it from that point onward.
- Adhering to a minimum standard of dress code, wearing smart clean clothes at all time. If visiting a client's premises staff will wear the dress code in keeping with that client.
  - In dealing with suppliers, Cohesion affirms it will adopt an open and fair process. Staff are not permitted to accept gifts or hospitality from clients or suppliers without first notifying the managing director.
  - To prevent allegations of inducement, staff are not permitted to buy gifts for suppliers or clients with the exception of this being Christmas when Cohesion may choose to send gifts. The recipients will be agreed in advance by the managing director.