Code of Ethics Policy

Applies to	All employees, workers, interns, volunteers, consultants and clients
Policy owner	Chief Executive
Version	2.0
Last reviewed	20/07/2026
Next review	20/07/2027

This policy applies to everyone we employ or have business relations with. This includes individual people such as employees, interns, volunteers, but also business entities, such as clients.

This policy does not form part of your contract of employment. We reserve the right to amend it.

1. Policy statement

Having our business ethics in writing does not mean that we do not trust our employees. We strive to hire ethical people who have their own personal standards, so we expect that a written code won't be necessary most of the time.

Nevertheless it can still be helpful. You may find yourself in a situation where you're not sure how you should act. Life is full of grey areas where right and wrong aren't so apparent. Some professional ethics also correspond to laws that you absolutely must know to do your job properly, so we will mention them in our code of ethics.

Additionally, every organisation makes bad hires every once in a while. We also can't predict how people are going to behave. When an employee behaves, or intends to behave, in a way that's against our professional ethics, or applicable laws, we will have clear guidelines on what disciplinary actions we will consider.

This code of professional ethics covers:

- **Respect for others.** Treat people as you want to be treated. Respect everyone you interact with. Be kind, polite and understanding. Respect others' personal space, opinions and privacy. Any kind of violence, physical or verbal will not be tolerated.
- **Integrity and honesty.** Tell the truth and avoid any wrongdoing to the best of your ability.
- **Justice.** Make sure you are objective and fair and do not disadvantage others. Do not act in a way that exploits others, their hard work or their mistakes. Give everyone an equal opportunity.
- **Lawfulness.** Know and follow the law – always.
- **Competence and accountability.** Work hard and be responsible for your work.
- **Teamwork.** Collaborate and ask for help and help others. Working well with others is a benefit to everyone. Be generous with your expertise and knowledge and be open to learning new skills. Do not hesitate to ask for help when you need it.

2. Questions and administration

The Chief Executive is responsible for administering this policy. If you have any questions, please speak to your line manager in the first instance or contact grahamnorth@ansteyhorne.co.uk.

Related policies: Bribery Policy – Anti-Money Laundering - Whistleblowing Policy

This policy does not form part of any contract of employment.