



PROFESSIONAL CONDUCT & ETHICS

Our advice and assistance and the methods imparted through our training take proper account of ethical considerations, together with the protection and enhancement of the moral position of our clients.

We execute all of our activities professionally and with due regard for relevant laws and regulations. We take great care to be completely objective in terms of the guidance and advice we offer, keeping the proper interests of our clients uppermost in our minds at all times.

CONFIDENTIALITY

We are committed to maintaining the highest levels of integrity and confidentiality. Discretion, in all our dealings with potential and existing clients, associates and suppliers, is paramount.

INTELLECTUAL PROPERTY AND MORAL RIGHTS

We retain the moral rights in, and ownership of, all intellectual property that we create unless agreed otherwise in advance with our clients. In return we respect the moral and intellectual copyright vested in our clients' intellectual property.

CONFLICTS OF INTEREST

We conduct our business according to the principle that we must manage conflicts of interest fairly, both between ourselves and our clients and between one client and another. It is our policy to take all reasonable steps to maintain and operate effective organisational and administrative arrangements to identify and manage relevant conflicts.

DUTY OF CARE & EQUALITY

We believe that all businesses, including this firm, should avoid causing any adverse effect on the human rights of people in the organisations with which we deal, the local and wider environments, and the well-being of society at large.

We always strive to be fair and are never influenced in our decisions, actions or recommendations by issues of gender, race, creed, colour, age or personal disability.

CONTRACTS

Business is transacted on the basis of an executed Consultancy Agreement and a written proposal, agreed in writing, in which are set out clearly the brief and specified objectives for the assignment, together with anticipated costs and timescales. No additional fees or costs will be incurred without prior written authorisation from the client.