

# Code of Ethics Policy Statement

2022-23

## Introduction & Purpose

Longworth operates a Code of Ethics which serves as a guide for proper business conduct for our employees. This standard includes, but is not limited to, the behaviours and actions we expect in our employees. It encompasses legal and other obligation and our expectation for the way in which our business operates.

## Scope

This policy covers all Longworth employees during the course of their employment. This includes conduct during normal working hours as well as outside of normal working hours e.g. industry events. Any inappropriate conduct of employees while representing the company will be investigated as appropriate. To support this policy Longworth, expect full cooperation from our supply chain.

## Integrity

To Longworth, to act with integrity means:

- Being trustworthy in all that you do
- Being transparent in the way you work but sharing only appropriate and necessary information
- Respecting confidentiality and not divulging confidential information
- Not taking advantage of those to who you owe a duty of care
- Not allowing bias, conflict of interest or undue influence of others to affect your work
- Acting consistently with the interests of the business in mind

## High Standards

At Longworth we pride ourselves on high standards in all aspects of our business including

- Being clear about the services and standards we are providing
- Acting within our scope of competencies and seeking out competent parties where required
- Communicating in a way that will allow others to make informed decisions
- Speaking out when any concerns are to be raised
- Quality control processes being integral to all business activities

## Trust

Trust builds confidence and professionalism in our colleagues

- Understanding that behaviour both in and out of work affects how professional an individual is
- Being aware of how your actions as an individual affect those you owe a duty of care to
- Fulfilling obligations and delivering in your role in a professional and transparent manner
- Being open and honest with colleagues and supporting them when needed
- Always try to meet the spirit of Team Longworth, not just the policy wording

## Respect

Respecting ourselves and those around us means we are able to understand different viewpoints to be able to act in line with our company policies and values

- Remain courteous, polite and considerate to those you owe a duty of care
- Never discriminating against anyone for any reason and providing support and guidance where possible
- Always promote the fair and respectful treatment of others in our industry
- Respect a difference of opinion and respond to discussion in a professional manner

## Responsibility

The board of directors take responsibility for ensuring the business operates in line with this policy and will take appropriate action where necessary.

Accountability and responsibility are key to ensuring individuals make the best decisions on behalf of the company and themselves as professionals.

- Remain accountable for your actions and seek support and guidance where needed
- Always act within your competencies, taking care and due diligence in your approach
- Remain professional in the event of conflict and respond in an appropriate manner and aim to resolve the situation
- If you feel something is not right, say something or do something about it within your abilities

We trust our employees, in the spirit of Team Longworth, to conduct themselves appropriately during their career with us and we promote open communication. We will work with our employees to find resolution to concerns raised and investigate matters further where necessary.

Legal and industry requirements and legal obligations are considered in the work we carry out and as a result form a part of this policy.



Paul Smith  
**Managing Director**

Date: 1<sup>st</sup> December 2022

Scheduled Review Date: 30<sup>th</sup> November 2023