

Code of Conduct Policy:

Last Updated: 2nd October 2024

1. Purpose The purpose of this Code of Conduct is to establish clear expectations for behaviour and interactions within THJ Consulting Ltd (the "Organization"). We are committed to fostering a respectful and inclusive environment for all members.

2. Scope This policy applies to all employees, volunteers, and anyone participating in activities associated with the Organization.

3. Core Values We uphold the following core values:

Respect: Treat others with dignity and consideration.

Integrity: Act honestly and uphold the highest ethical standards.

Inclusivity: Embrace diversity and promote equal opportunities for all.

Accountability: Take responsibility for your actions and their impact on others.

4. Expected Behaviour All members are expected to:

- Communicate respectfully and constructively.
- Collaborate and work towards common goals.
- Honour the privacy and confidentiality of others.
- Report any concerns or violations of this Code promptly.

5. Prohibited Conduct The following behaviours are not tolerated:

- Discrimination or harassment based on race, gender, religion, sexual orientation, disability, or any other protected characteristic.
- Bullying, intimidation, or aggressive behaviour.

- Engaging in illegal activities.

- Misrepresentation of the Organization or its values.

6. Reporting Violations - If you witness or experience behaviour that violates this Code of Conduct, please report it to your line manager. All reports will be handled confidentially and without retaliation.

7. Consequences - Violations of this Code may result in disciplinary action, up to and including termination of employment, depending on the severity of the violation.

8. Review and Amendments - This Code of Conduct will be reviewed periodically and may be amended as needed to ensure it remains relevant and effective.

9. Acknowledgment - You acknowledge that you have read, understood, and agree to abide by this Code of Conduct.