

# Weightmans

Business Ethics Policy

## **1 Purpose and Scope**

The integrity with which we achieve success is as important to us as the success itself.

This Business Ethics Policy is designed to help ensure we live up to our values, build a relationship of trust with investors, clients and suppliers, and protect our reputation.

Weightmans' employees are expected to familiarise themselves with this policy and comply with it.

## **2 Vision and Values Statement**

Weightmans is committed to results for our clients and success for our people. We will achieve this by the means described below.

## **3 Radical transparency**

- 3.1 We are accountable.
- 3.2 We do what we say we will do, individually and collectively.
- 3.3 We keep our promises to each other and our clients.

## **4 Teamwork and respect**

- 4.1 We are passionate and enthusiastic.
- 4.2 We develop ourselves and each other.
- 4.3 We are ambassadors for the firm internally and to our clients.

## **5 Enterprise**

- 5.1 We put our clients and the firm first.
- 5.2 We are entrepreneurial.
- 5.3 We understand our and our clients' markets.
- 5.4 We learn and improve.
- 5.5 We encourage creativity and innovation.

## **6 The relationships with our employees**

Our commitment to our employees is that they should feel respected, well managed, understood and able to do their best.

Our commitment to health and safety at work influences all of our practices and procedures.

Our employees will be provided with appropriate information and training where necessary.

To achieve this, the firm will:

- 6.1 Treat employees fairly and respect their rights.
- 6.2 Promote direct communication and consultation.
- 6.3 Promote equality of opportunity in our workforce.
- 6.4 Aim to achieve high levels of employee satisfaction through encouragement, development and training where required.
- 6.5 Maintain clear disciplinary and grievance procedures.
- 6.6 Endeavour to ensure that dignity at work and mutual respect are enshrined in our working practices, particularly in the way we behave towards each other.

## **7 A fair deal for our clients**

Our objective is to build relationships of trust, value and affinity with our clients.

To achieve this, the firm will:

- 7.1 Listen to the views of clients.
- 7.2 Aim to anticipate the future requirements of clients and promote innovation and technical excellence whilst providing the best possible value for money.
- 7.3 Plan for contingencies and address any problems in an urgent and professional manner.
- 7.4 Respond promptly to client requirements and continually strive to further improve our performance.

## **8 The way we work commercially**

Our objective is to be recognised as an organisation which is law abiding, accountable and responsible.

To achieve this, the firm will:

- 8.1 Abide by the law and ensure our operations, practices and procedures comply with relevant legislation, regulations, and codes of best practice.
- 8.2 Ensure decisions are taken by personnel who are duly authorised and accountable.
- 8.3 Consider the social, ethical and environmental implications of our activities.
- 8.4 Respect human rights wherever we operate.
- 8.5 Trade and compete fairly, working with our clients and suppliers to improve our social, ethical, and environmental awareness.

8.6 Not tolerate bribery or corruption.

## 9 Citizenship

Our objective is to be a good neighbour and contribute to the well-being of our society.

To achieve this, the firm will:

9.1 Consider and respect the environment, seeking to protect it in the course of our activities.

9.2 Recognise opportunities for positive impact on the environment.

9.3 Work within our local community to increase employment and develop skills.

9.4 Respect individuals when determining our conditions of employment.

## 10 Providing support and communicating consistently

The firm maintains specific policies to provide guidelines on these issues, as follows:

### 10.1 The relationships with our employees

10.1.1 Terms and conditions of employment.

10.1.2 Disciplinary and grievance procedures.

10.1.3 Health and safety policy and manual.

10.1.4 Dignity at work – diversity policy.

### 10.2 A fair deal for our clients

10.2.1 Quality policy manual.

10.2.2 Risk assessments and method statements.

### 10.3 The way we work commercially

10.3.1 Terms and conditions of sale.

10.3.2 Terms and conditions of purchase.

10.3.3 Adhere to competition law compliance guidelines.

10.3.4 Comply with data protection requirements.

10.3.5 Maintain confidentiality.

### 10.4 Citizenship

10.4.1 Corporate social responsibility

10.4.2 Equal opportunities policy.

10.4.3 Environmental policy.

The responsibility for compliance with this Business Ethics Policy lies with the Weightmans Board of Directors, who will review and update it as required.

Employees are required to be aware of their conditions of employment with the firm and of the standards of work and conduct which the firm expects from them.

This policy does not form part of any employee's contract of employment and it may be amended at any time. We may also vary this policy, including any time limits, as appropriate in any case.