

Ethics Policy

1. Introduction

1.1 At Bristol Together CIC, we are committed to conducting our business with the highest standards of ethics and integrity. This Ethics Policy outlines the principles and guidelines that all employees, contractors, and representatives of our organisation are expected to follow in their professional conduct.

2. Purpose

- 2.1 Establish clear standards of ethical behaviour.
- 2.2 Promote integrity, transparency, and accountability.
- 2.3 Ensure compliance with applicable laws and regulations.
- 2.4 Foster a culture of ethical conduct within the organisation.

3. Scope

3.1 This policy applies to all employees, contractors, and representatives of Bristol Together CIC.

4. Core Principles

4.1 Integrity:

- 4.11 Conduct all business activities with honesty and integrity.
- 4.12 Avoid conflicts of interest and disclose any potential conflicts promptly.
- 4.13 Ensure that all communications, both internal and external, are accurate, truthful, and not misleading.

4.2 Compliance:

- 4.21 Comply with all applicable laws, regulations, and company policies.
- 4.22 Understand and adhere to the legal and regulatory requirements relevant to your role.
- 4.23 Report any suspected violations of laws, regulations, or company policies to the appropriate person within the organisation.

4.3 Respect and Fairness:

- 4.31 Treat all colleagues, clients, partners, and stakeholders with respect, fairness, and dignity.
- 4.32 Foster a workplace free from discrimination, harassment, and bullying.
- 4.33 Promote diversity and inclusion in all aspects of the organisation.
- 4.4 Confidentiality:
 - 4.41 Protect the confidentiality of all sensitive information related to the organisation, its employees, and its clients.
 - 4.42 Do not disclose confidential information without proper authorisation.
 - 4.43 Ensure that personal data is collected, processed, and stored in accordance with data protection laws and company policies.
- 4.5 Responsibility:
 - 4.51 Take responsibility for your actions and decisions.
 - 4.52 Report any unethical behaviour or practices to the appropriate person within the organisation.
 - 4.53 Use company resources responsibly and for legitimate business purposes.

5. Specific Guidelines

- 5.1 Conflict of Interest:
 - 5.11 Avoid situations where personal interests could conflict, or appear to conflict, with the interests of the organisation.
 - 5.12 Disclose any potential conflicts of interest to your supervisor.
- 5.2 Gifts and Hospitality:
 - 5.21 Do not accept or offer gifts, hospitality, or other benefits that could influence, or be perceived to influence, business decisions.
 - 5.22 Any gifts or hospitality offered or received must be reasonable, proportionate, and disclosed in accordance with company policies.
- 5.3 Financial Integrity:
 - 5.31 Ensure that all financial records are accurate, complete, and transparent.



5.32 Do not engage in any form of fraud, embezzlement, or misappropriation of funds.

5.33 Follow all internal controls and procedures related to financial transactions.

5.4 Intellectual Property:

5.41 Respect and protect the intellectual property rights of the organisation and others.

5.42 Do not use proprietary information, trademarks, or copyrights without proper authorisation.

5.5 Environmental Responsibility:

5.51 Conduct business in an environmentally responsible manner.

5.52 Strive to minimise the environmental impact of our operations.

5.53 Comply with all environmental laws and regulations.

6. Reporting and Enforcement

6.1 Reporting Violations:

6.11 Employees are encouraged to report any suspected violations of this policy, laws, regulations, or company policies to their supervisor.

6.12 Reports will be treated confidentially and investigated promptly.

6.2 Non-Retaliation:

6.21 Bristol Together CIC prohibits retaliation against any individual who reports a suspected violation in good faith.

6.22 Any act of retaliation will be treated as a serious violation of this policy and may result in disciplinary action.

6.3 Disciplinary Action:

6.31 Violations of this policy may result in disciplinary action, up to and including termination of employment or contract.

6.32 The severity of the disciplinary action will depend on the nature of the violation and any mitigating circumstances.

7. Review

7.1 This Ethics Policy will be reviewed annually or as needed to ensure its effectiveness and compliance with legal requirements and best practices.

Paul Morgan, Managing Director

Bristol Together CIC

For any questions or concerns related to this Ethics Policy, please contact Paul Morgan at paulmorgan@bristoltogether.co.uk.

Review Cycle:	Date of Review:	Reviewed by:	Next Date of Review:
Annual	01/08/2024	Paul Morgan – Managing Director	01/08/2025