



Business Ethics Policy

We are committed to adhering to the Best Practice **Code of Professional Conduct and Practice** established by the Chartered Institute of Personnel and Development (CIPD).

We are also registered with the Information Commissioner under the Data Protection Act (1998).

SkillsReach Advisers, staff and our contractors will always:

- ensure that we are up to date with relevant legislation, and to strictly adhere to this.
- uphold a strict policy of confidentiality with regard to our clients. This may include usage of a non-disclosure agreement with them if appropriate.
- provide honest, informed and up to date appraisal and advice to our clients and to each other.
- ensure that all work is completed on time, on budget and to the highest professional standards.
- respond to enquiries in the shortest possible time, and to the highest level of professionalism.
- constantly strive to improve our service delivery, by consistently developing ourselves as advisers and applying - where

Endorsed by: Roy Harper – Managing Director - SkillsReach

Signature:

Date: 06.07.2017