

**Frost Creative**

Professional Code of Conduct Policy

December 2023 V6

**Professional Code of Conduct**

All members of staff, including those who are self-employed, are required to comply with the core values of the company where they represent the company on projects, as a measure of technical competence, honesty and integrity.

All persons acting on behalf of the Company shall:

* Discharge their professional duties with honesty and integrity and in a manner consistent with that of a professional person so that others may rely on our integrity and professionalism
* Discharge their professional duties in compliance with current legal and statutory duties
* Not misrepresent themselves, the company or their Institute/Association
* Rely only on merit or fair competition to secure commissions and appointments
* Not seek directly or indirectly to injure the professional reputation of another
* Not knowingly misrepresent their professional qualification
* Describe themselves factually and/or in good faith
* Only undertake work that they have the necessary skills, knowledge and experience to do and with due skill, care and diligence at all times
* Undertake further education and training as may be deemed necessary by the director of the company to further their skills, knowledge and experience for the furtherance of the company’s overall technical competence

Staff holding membership of a professional Association shall additionally:

* Not knowingly misrepresent the views of their Institute/Association
* Undertake continuing professional development training as determined by their Institute/Association and shall encourage and give reasonable assistance to further the education, training and continual professional development of others working under their supervision
* Notify their Association and the Directors of the Company
* If convicted of a criminal offence
* Upon becoming bankrupt
* Upon being disqualified as a Company Director
* Of a breach of the Code of Conduct by another member of that Institute/Association

The responsibility for compliance rests with the individual member of the Institute/Association.

The company is committed to provide all necessary support, further education and training to all employees necessary to support compliance with the Codes of Conduct of their respective Institution/Association(s), including time and resources to undertake continual professional development.

All employees holding membership of a Professional Association, at any level, shall provide the company with copies of their membership certificate(s) together with annual records of continuing professional development in accordance with their respective Institute/Association’s Code of Professional Conduct.

The company will give full backing to this Policy and to the Managing Director, whose function it shall be to monitor and operate this Policy, and will support those who endeavour to carry it out. It will be reviewed at least annually or more frequently where there have been significant changes to the company or the nature of the company’s activities.

|  |  |
| --- | --- |
| Approved by (including date of approval)  Gary Frost | Director of Frost Creative–  December 2023 |
| Review Cycle | Annually |
| Date of next review | December 2024 |