

Code of Conduct

Purpose

Our Code of Conduct ("**Code**") sets out expected standards of behaviour at Russell McVeagh. It provides the basis of our policies, and is built on our Values of Respect, Curiosity, Excellence and Tenacity. The Code does not attempt to spell out every possible situation that we might encounter. Instead, it provides guidance to ensure that we do the right thing at work, and act in a way that is consistent with our Values. It reflects who we are and what is important to us. Additional guidance on expected behaviour at work can be found in the firm's Policies, [here](#).

Our Code is important because we truly value our people. The Code confirms Russell McVeagh's commitment to maintaining a workplace where we can thrive and reach our full potential. It ensures that we conduct ourselves in a way that demonstrates our professionalism, honesty and integrity is beyond question.

Application

All employees, contractors, consultants and partners at Russell McVeagh must uphold and comply with the Code at all times at whilst at work and acting as a representative of the Firm.

Acting in a way that is inconsistent with this Code, our Values, or our policies may constitute either misconduct or serious misconduct. Depending on the circumstances, corrective and preventive steps might include training, specialist support and/or disciplinary action up to and including termination of your employment or contract.

Our obligations

We respect others

- We are committed to providing a safe and supportive working environment.
- All of our staff, partners, clients and other people the firm engages with can expect to be treated with respect. Bullying, discrimination, harassment, racial harassment, sexual harassment or violence is not accepted by the firm at any level.
- We do not tolerate any unsafe or harmful treatment of others.
- We are mindful of how we engage with others.
- We are open to, and respectful of, different perspectives.
- We are considerate of others at work, this includes being mindful of how we operate in open plan and how we delegate and collaborate on work.

We are fair and honest

- We are inclusive and celebrate diversity.
- We give everyone the best chance to succeed and we strive to facilitate that.
- We make decisions about our people based on merit.
- We are honest and transparent.

We are ethical and professional

- We work with care and integrity.
- We work respectfully with our colleagues, this includes not participating in gossip
- We actively manage conflicts of interest quickly and professionally.
- We comply with all ethical obligations, including Law Society recommendations and guidelines.
- We respect the privacy of our clients and our people. We only use or disclose confidential or personal information for proper purposes, where authorised, or as required under law.

We call out unacceptable behaviour

- We have a "speak out" culture, and encourage and expect people to speak openly and honestly.
- We encourage our people to challenge things that don't seem right, and expect partners and senior staff to lead by example.
- We act with integrity and disclose any dishonest, unethical or inappropriate behaviour.
- We take all concerns that are raised seriously and seek to maintain confidentiality wherever possible.
- We will act to address any issues that arise as a result of a breach of the Code and will implement measures to prevent further breaches in the future.

If you are concerned about a situation, we encourage you to speak out and raise your concerns with a colleague, manager, member of the HR team, or use the available disclosure services in our Speaking Out Policy.

Further Information

Additional guidance on expected behaviour at work can be found in our Policies, [here](#), in particular please refer to our:

- [Speaking Out Policy](#)
- [Resolving Misconduct Issues – Process Guidelines](#)
- [Anti Bullying Policy](#)
- [Anti Sexual Harassment and Sexual Assault Policy](#)

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Approved: Jo Avenell, Chief Executive Officer