



Ethics Policy

Updated: December 2015

Next revision date: December 2016

1. Objectives

- 1.1. To ensure that Develop works in an ethical manner.

2. Scope

- 2.1. To cover all activities carried out by Develop.

3. Key Principles

- 3.1. Individuals are entitled to demand of all Develop staff and consultants and its sub-contractors conduct and integrity of the highest standard.
- 3.2. Develop and its consultants and sub contractors have an obligation to respect the confidentiality of information about the individuals or partners, acquired in the course of their work and must not use such information for personal or a third party's advantage.
- 3.3. Develop and its sub contractors must not themselves in a position where work and private interests conflict.
- 3.4. In undertaking their duties, Develop and its sub contactors may be offered gifts or hospitality from persons or organisations having or proposing to have a contractual or individual relationship with the company. Such offers could be made to gain an advantage over another person or organisation or organisation or could be construed as such and therefore must be declined.
- 3.5. Develop and its sub contractors should always try to be fair and not allow prejudice or bias to influence them in carrying out their work.

4. Staff Responsibility

- 4.1. All individuals involved with the learning programmes, e.g. staff, volunteers, employers, consultants and learners.
- 4.2. The CEO has overall and final responsibility for all matters relating to ethics.
- 4.3. The day to day management of the ethics policy is delegated to the CEO who will ensure that:-
 - a. Adequate resources are made available to implement this policy.

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Mark Pike	01/12/2015		Mark Pike

- b. Adequate arrangements are made to bring this policy to the notice of all staff, individuals, sub contractors and visitors.
- c. The effectiveness of the policy and its arrangements are reviewed annually during the managers' meeting or more frequently if deemed necessary.

5. Monitoring and Evaluation

- 5.1. No additional monitoring required because monitoring is through the achievement of each learning programme's targets.
- 5.2. This policy is liable to full equality impact assessment annually.

6. Supporting Documents

- 6.1. This policy should be read in conjunction with the following policies and procedures:-
 - o Equal & Diversity policy
 - o Health & Safety policy
 - o Personnel Manual
 - o Quality Policy
 - o Staff Handbook

Policy signed by CEO: *Mark Pike* Date: 01/12/2015

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