

Business Ethics Policy

We are committed as a firm to adhering to the Best Practice **Code of Professional Conduct and Practice** established by the **Institute of Business Consulting**.

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

360e Ltd Advisers and staff and our contracted consultants will always undertake:

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

Approved for use: 1 August 2008

John Owens & Sue Gordon

Directors