

Code of Ethics Policy

Purpose

Design Works (Cumbria) Ltd commits to ethical decision-making in all operations, client work, procurement and internal conduct. This Code ensures decisions are transparent, fair and compliant, supporting long-term stakeholder value.

Core Principles

- 1. Honesty in representation**
We provide accurate information to clients, partners and suppliers. We do not make claims we cannot verify.
- 2. Anti-corruption**
We do not offer, accept, or encourage bribes, facilitation payments, improper commissions, or inducements of any kind.
- 3. Conflict of interest**
Team members must declare any personal, financial, or professional interests that could influence impartial decision-making. Declared conflicts are reviewed by Managing Directors and mitigated or documented.
- 4. Responsible procurement**
We assess suppliers fairly and avoid corrupt purchasing behaviour. We prioritise capability, security, local value and environmental considerations where feasible. Decisions are recorded internally.
- 5. Confidentiality and data protection**
We protect client and employee data in line with UK GDPR standards. We do not disclose confidential information or misuse data.
- 6. Fair treatment and respect**
We maintain equal opportunity, non-discriminatory conduct, and professional respect in all internal and external communication.
- 7. Company resource use**
We do not abuse company equipment, accounts, services, time, or subscriptions for improper personal use.
- 8. Right to speak up**
We encourage employees to raise concerns without fear of retaliation. Whistleblowing routes are protected under company policy.
- 9. Compliance monitoring**
We review legal, employment, environmental and financial responsibilities annually to ensure ongoing compliance.

Enforcement

Breaches of this Code are reviewed by Managing Directors. Corrective action may include remediation, disciplinary measures, or supplier reassessment.

Review Cycle

This Code is reviewed annually by Managing Directors and formally shared with all employees to ensure continual alignment and improvement.