

Code of Conduct

TICK HUB Ltd will conduct its business honestly and ethically. All members and Directors of TICK Hub Ltd, who undertake work on behalf of TICK Hub Ltd will:

- maintain high standards of personal conduct and integrity;
- seek to advance the professional standards of TICK Hub Ltd.
- give balanced advice to clients about the assignment that is purposeful and relevant to achieving its objectives;
- put the interest of learners at the forefront of any work undertaken;
- to act with integrity at all times;
- to listen carefully to clients at all times, in order to make sure that our work serves our clients' needs and interests.

When seeking or accepting professional engagements a member/director of TICK Hub shall:

- seek or accept those engagements for which s/he has suitable knowledge and experience;
- ensure that her/his resources are sufficient to carry out the assignment;
- define clearly and confirm in writing the terms and conditions of the assignment or service, including the scope, nature and period of the service to be provided;
- negotiate agreements and charges for professional services in an ethical and proper way.

When undertaking a professional engagement, a member/director shall safeguard the position of her/his client by:

- holding as strictly confidential all information concerning the affairs of a client unless the client has released the information for public use or has given permission for its disclosure;
- ensuring that, as appropriate, all products, programmes and advice have been discussed with the client in good time before they are finalised;
- exercising good management through careful planning;
- taking responsibility for the quality of any work undertaken by her/himself or any sub-contractors;
- declare any personal interests;
- discussing with the client and agreeing any significant changes in the objectives, scope, approach.

During the course of an assignment:

- avoid any action which might be seen to compromise her/his integrity;
- ensuring that advice and recommendations are based on impartial consideration;
- ensure that any written posts, articles, blogs are proofread and checked and written with the utmost professionalism.
- shall not knowingly and without permission, copyright material to which she/he is not entitled.
- inform a client of role and membership of TICK Hub Ltd.

Signed:

Dated: