



Ethics Policy

It is the policy of Box Clever that its employees and trustees uphold the highest standards of ethical, professional behaviour. To that end, these employees and board members shall dedicate themselves to carrying out the mission of this organisation and shall:

- 1) Hold paramount the safety, health and welfare of the public in the performance of professional duties.
- 2) Act in such a manner as to uphold and enhance personal and professional honour, integrity and the dignity of the profession.
- 3) Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
- 4) Engage in carrying out Box Clever's mission in a professional manner and collaborate with and support other professionals in carrying out the company's mission.
- 5) Build professional reputations on the merit of services and refrain from competing unfairly with others.
- 6) Accept as a personal duty the responsibility to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- 7) Respect the structure and responsibilities of the board of trustees, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of trustees.
- 8) Conduct organisational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- 9) Avoid any interest or activity that is in conflict with the conduct of their official duties.
- 10) Respect and protect privileged information to which they have access in the course of their official duties.
- 11) In purchasing goods, the company is, wherever possible, advised to purchase goods that are considered to be the most ethical buy. Guidance should be sought from Ethical Consumer, a not-for-profit UK magazine and website which publishes information on the social, ethical and environmental behaviour of companies and issues around trade justice and ethical consumerism.
- 12) In receiving money as gift-aid or as sponsorship, the company is not obliged to accept money from organisations considered to be involved in unethical activity or considered to be producing goods unethically. Again guidance should be sought from the Ethical Consumer.