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Oakbridge Consultancy Ltd

**Code of Conduct Policy**

# Oakbridge Consultancy Ltd

# CODE OF CONDUCT POLICY

Oakbridge Consultancy Ltd is committed to ensuring a professional, ethical, and respectful environment in all its engagements. This Code of Conduct outlines the expectations we have for our associates, consultants, and any individuals working on behalf of Oakbridge, in relation to their behaviour, professional standards, and interactions.

Oakbridge promotes open communication, personal integrity, and collaborative working relationships. We expect all associates to demonstrate respect, professionalism, and accountability in all their dealings with clients, partners, and fellow collaborators.

This policy applies to all associates, external consultants, and partners working with or representing Oakbridge Consultancy Ltd.

## 1 CODE OF CONDUCT PRINCIPLES

* Comply with all applicable laws, regulations, and Oakbridge policies in the performance of their duties.
* Act ethically and with integrity in all professional dealings, including maintaining client confidentiality and avoiding conflicts of interest.
* Respect all individuals regardless of race, gender, age, disability, religion, sexual orientation, or background. Discrimination, harassment, or bullying will not be tolerated.
* Protect Oakbridge’s intellectual property and reputation, as well as that of our clients.
* Use company resources responsibly, including documents, systems, and communications platforms, for legitimate business purposes only.
* Avoid accepting or offering inappropriate gifts or hospitality that could influence or appear to influence decision-making or business relationships.
* Communicate honestly and constructively, promoting a culture of trust, openness, and collaboration.
* Adhere to agreed project scopes, timelines, and deliverables, while maintaining professional standards.
* Maintain a professional appearance and demeanour when representing Oakbridge in meetings, training sessions, and consultancy work.
* Report any suspected breaches of this policy or unethical behaviour to the Managing Director in confidence.

## 2. DISCIPLINARY MEASURES

While Oakbridge does not employ staff directly, failure to comply with this Code may result in the termination of an associate’s contract or agreement to represent the business. In serious cases, legal action may be taken, particularly in instances involving fraud, theft, or other unlawful activity.