

## Liberton Investigations Limited - Code of Conduct

### Code of Ethics and Professional Standards

Staff and affiliates working for or on behalf of Liberton Investigations Limited will at all times:

- i. conduct business in a fair, transparent, accountable, honest, cautious, thorough and lawful manner.
- ii. be mindful of the confidentiality of that with which we are entrusted
- iii. protect and enhance the reputation of Liberton Investigations Limited and its clients

**Responsibility and Accountability** – All staff and affiliates working for or on behalf of Liberton Investigations Limited are personally responsible and accountable for their actions or omissions, as are their agents and other persons paid to assist an investigation. It must be ensured that the latter adhere to this Code of Ethics and Professional Standards.

**Honesty and Integrity** – Staff and affiliates working for or on behalf of Liberton Investigations Limited will act honestly and with integrity and must not compromise their position and the position of the Company.

**Caution and Thoroughness** – Staff working for Liberton Investigations Limited will verify the identity and credentials of clients to ensure that they have lawful and moral reasons to request an investigation.

**Conflict of Interest** – Staff and affiliates working for or on behalf of Liberton Investigations Limited having a personal or conflicting interest in any matter in which they are involved shall disclose that interest, if it is in conflict with the interests of the client.

**Acting within the Law** – Staff and affiliates working for or on behalf of Liberton Investigation Limited are to obey the law and refrain from carrying out any unlawful act contrary to UK Law.

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Authority, Respect and Courtesy - No person working for or on behalf of Liberton Investigations Limited is to abuse their position and must respect the rights of all individuals.

Respect for Others - Staff and affiliates working for or on behalf of Liberton Investigations Limited will act with self-control and tolerance, treating everyone with whom they come into contact, during the course of Company business, with respect, fairness and courtesy.

Respect for Equality – Staff and affiliates working for or on behalf of Liberton Investigations Limited will act with fairness and impartiality. No individual will be unlawfully discriminated against on the grounds of sex, race, colour, language, religion or belief, political or other opinion, national or social origin, association with a national minority, disability, age, sexual orientation, property, birth or other status.

Confidentiality – Staff and affiliates working for or on behalf of Liberton Investigations Limited will treat information with which they are entrusted during the course of Company business with respect and access or disclose it only for the purposes for which it is intended; attending to all instructions within the principles of the prevailing GDPR privacy legislation and in particular if controlling personal data to be so notified with the Information Commissioner.

General Conduct – Staff and affiliates working for or on behalf of Liberton Investigations Limited will at all times act in a professional manner.

They must not behave in a manner which brings, or is likely to bring, discredit upon The Company or a client, or act in a way that undermines or is likely to undermine confidence in the Company.

Challenging and Reporting Improper Conduct – Staff and affiliates working for or on behalf of Liberton Investigations Limited are expected to challenge and when appropriate take action or report breaches of this Code and the improper conduct by colleagues.

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