



Code of Ethics Policy

1. Policy Purpose

This policy outlines our commitment to ethical business practices. It provides a framework for Widgit staff to understand their role in upholding our values of integrity, kindness and quality, while ensuring fair treatment for all. By familiarising yourself with this document, you'll gain a clear understanding of how we collaboratively maintain good business conduct.

2. Policy Statement

Building trust and maintaining a high ethical standard is paramount at Widgit. This document highlights our core values and the expectations we have for ourselves and our staff members to ensure we operate with integrity and professionalism in all aspects of our business. The following principles guide our company culture, staff conduct, and how we interact with the world around us.

3. Core Values

At Widgit, we believe that integrity, kindness, and a commitment to quality lead to success for our staff members, customers and business.

1. Integrity: Building trust through honesty

Honesty and fairness are the cornerstones of everything we do. We strive for transparency in our business practices, and expect the same from our partners and staff members.

2. Kindness: Fostering a supportive environment

We cultivate a kind and respectful workplace where everyone feels valued and comfortable raising concerns. Our open-door policy encourages open communication and allows us to address issues collaboratively.

3. Quality: Striving for excellence in everything we do

We are committed to delivering quality products and services. We hold ourselves and our partners to the highest standards and continuously strive for improvement, both within ourselves and others.

4. Code of Ethics Expectations

By embodying Widgit's core values in your daily work, you contribute to a positive and productive environment where everyone thrives. Here's how you can do your part:

- **Ethical conduct:** Disclose any conflicts of interest and uphold Widgit's core values, especially integrity, in your daily work.
- **Customer focus:** Our primary function is to serve our customers. Treat them with respect, concern, courtesy, and responsiveness.
- **Respectful workplace:** We promote a team environment built on mutual respect and fairness. Avoid any behaviour that could be seen as unethical or compromising.
- **Diversity and inclusion:** We treat everyone with respect, regardless of their background, ability or personal circumstances.
- **Integrity and professionalism:** Demonstrate honesty and integrity in all your activities, both internally and externally. Always act with competence, fairness, and impartiality.
- **Continuous improvement:** Strive for excellence in your work, support the professional development of yourself and others, and stay updated on industry developments.

5. Commitment to a Higher Standard

At Widgit, we believe that ethical conduct is not only the right thing to do, but also essential for our long-term success. By working together, we can create a positive and productive work environment where everyone feels valued and respected. This is demonstrated through our commitment to a higher standard in the following areas:

- **Safety first:** We prioritise the safety, health, and wellbeing of Widgit staff in all our operations.
- **Community engagement:** We keep our local communities informed about relevant issues.
- **Ethical partnerships:** We collaborate with partners who share our commitment to ethical practices.
- **Fair competition:** We build our reputation on merit and avoid unfair competition.
- **Ethical business practices:** We will not engage in any business practices that violate our ethical standards.

At Widgit, we believe that ethical conduct is not just a policy, it's a way of life. By embracing our core values of integrity, kindness, and quality in all aspects of our work, we build trust with our customers, foster a positive and productive work environment, and contribute to the success of the business and the communities we serve.

6. Policy review

This policy will be reviewed every **3 years** or sooner if changes in legislation occur or new best practice evidence becomes available.

Document Control	
Version Number	v 1.1
Date Ratified	25 June 2024
Date Issued	12 July 2024
Next Review Date	12 July 2027