



Code of Ethics Policy

Brief & Purpose

This Code of Ethics serves as a guide for maintaining ethical standards in my consulting practice. It reflects my commitment to sustainable, responsible, and transparent business practices.

Scope

This code applies to all professional activities conducted under Hearth Sustainability. As an individual consultant, I am solely responsible for upholding these standards in all client interactions and business operations.

Policy Elements

What is meant by the code of professional ethics?

First, let's define professional ethics: they are a set of principles that guide the behaviour of people in a business context. They are essential to maintaining the legality of business and a healthy workplace.

So what is a code of ethics? This code of ethics definition refers to the standards that apply to a specific setting – in this case, this organisation.

What is the purpose of a professional code of ethics?

The purpose of this Code of Ethics is to establish clear ethical guidelines that reflect the core values and principles of Hearth Sustainability. As an individual consultant, this code helps ensure that all professional interactions and business practices are conducted with integrity, transparency, and respect. It serves as a framework to navigate complex situations, uphold legal and ethical standards, and maintain the trust of clients and stakeholders. This code also emphasises the importance of continuous improvement, ethical decision-making, and social and environmental responsibility in all consulting activities.



The components of the code of professional ethics:

Integrity and honesty. Tell the truth and avoid any wrongdoing to the best of your ability.

Respect for others. Treat people as you want to be treated.

Social & Environmental Responsibility. Ensure that actions work towards benefiting people and the planet.

Professional Competence & Accountability: Provide evidence-based advice, take full responsibility for actions, feedback, learning & improvement.

Lawfulness. Know and follow the law – always.

Here's a more detailed overview of the code:

Integrity & Honesty

- I commit to providing accurate, reliable, and honest advice, ensuring that all my actions reflect the best interests of my clients and the environment. I consider my impact on others and don't tolerate malicious, deceitful or petty conduct for myself or from stakeholders.
- Transparency is key in all communications, particularly in reporting, recommendations, and the outcomes of my services.
- I always keep in mind the business's mission. I work to achieve specific outcomes and my behaviour contributes to these goals.

Respect for Others

- I treat all clients, stakeholders, and partners with respect, recognising the value of diverse perspectives and the importance of collaborative efforts.
- Discrimination, harassment, or any form of disrespect is not tolerated against anyone, but especially those with protected characteristics.
- I aim to be kind, polite and understanding, respecting others' personal space, opinions, privacy, life experiences & backgrounds.



- I won't act in a way that exploits others, their hard work or their mistakes. I give everyone equal opportunity and speak up when someone else doesn't.

Social & Environmental Responsibility

- My work prioritises the well-being of people and the planet, ensuring that my advice and actions contribute to positive social and environmental outcomes.
- I strive to operate with minimal environmental impact, aligning my practices with sustainability goals.
- I promote social equity, inclusivity, and community well-being, advocating for practices that support fair treatment, human rights, and the development of resilient communities.

Professional Competence & Accountability

- I ensure that my advice is based on current, evidence-based information and industry best practices.
- I take full responsibility for my actions and their outcomes, continuously striving to improve my services. I am proud of the successes, and transparently own the mistakes, striving to improve next time.
- Feedback from clients and stakeholders is valued and used to enhance the quality and impact of my work.
- I work efficiently and provide work to clients within the agreed timeframes laid out in contracts always.
- I commit to continuous learning and staying updated on the latest sustainability practices, standards, and regulations.

Compliance with Laws and Standards

- I adhere to all relevant laws, regulations, and standards in my consulting practice, including those related to environmental, social, and governance (ESG) practices.
- Client information and data are handled with confidentiality, in compliance with applicable data protection laws and ethical standards.
- I will not disclose any client information without explicit permission, unless legally required.



- I commit to the principles of B Corp certification and other relevant sustainability frameworks.
- I avoid conflicts of interest by maintaining objectivity and impartiality in all professional dealings. Any potential conflict of interest will be disclosed immediately, and appropriate steps will be taken to mitigate it.

Implementation

This Code of Ethics will be reviewed regularly to ensure it remains relevant and aligned with my evolving business practices and the changing landscape of sustainability consulting.

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Next review: July 2025