

HTSPE PROFESSIONAL CODE

Preamble

HTSPE is an international consultancy providing professional advice and programme management services. The company is a member of the UK Management Consultants Association. It fully subscribes to the codes of conduct laid down by the MCA and FEACO, the European umbrella organisation for consultants. This HTSPE Professional Code sets out how our employees and associates will maintain the required professional standards. It also forms part of our quality management system which is accredited to ISO 9001:2008.

Dedication

HTSPE staff will act solely in the legitimate interests of the Client. Any relationship that might affect or might be considered to affect that impartiality will be disclosed to the Client immediately.

HTSPE staff will keep all Client information confidential. They will not discuss their work with any outside party, including the press without the Client's written instruction.

All HTSPE reports will be submitted to the Client first. They will not be shown to others without the Client's written permission.

Capability

HTSPE staff will carry out their tasks with all due skill and diligence and according to the best professional practice.

HTSPE will only accept work for which they are qualified and have the capacity to undertake. The company makes continuous investments in professional development, training, equipment and systems to ensure that it always offers the most professional, up-to-date and appropriate service.

Transparency

HTSPE will agree with Client in advance the scope of the work, the methodology to be used, the staffing and the financial terms for any assignment. There shall be no variation to any of these conditions without the Client's prior confirmation in writing.

Neither HTSPE nor any of its staff will accept direct or indirect benefits from any party, other than the Client, without the Client's prior, written approval. The company and its staff will immediately disclose any offer of payment or other inducement from a third party.

HTSPE will maintain separate accounts for every assignment and ensure that all costs are brought into account. These accounts shall be available for the Client's inspection and audit.

HTSPE will declare all agency agreements and commissions paid. All such payments will be commensurate with the agent's lawful duties. All agents and subcontractors will be required to maintain accounts available for inspection by the Client, as if they were part of the HTSPE accounts.

HTSPE will present clear workplans, budgets and reports so the Client can assess both the cost and the results of the work done.

Respect

HTSPE staff will respect the dignity, culture, religion and customs of the country in which they are working. They will comply with all requirements of applicable laws and regulations.

HTSPE recognises their duty to society and the environment. Staff will not make or implement any recommendations that might be contrary to the public interest.

HTSPE staff will treat Client staff with respect at all times. Where their work involves meeting officials or others outside the Client's offices, this will only be with the Client's knowledge and according to their preferred procedures.