

### **Mission**

At True Horizon, my mission is to support businesses in developing a triple bottom line strategy that has a positive impact on people, planet and profit.

### **Trust**

The success of my business is dependent on the trust and confidence I earn from my clients and peers. In doing so it is essential that I act always with honesty and integrity, achieving company goals solely through honorable conduct

### **Respect**

I fundamentally believe that everyone should be treated with dignity and respect. True Horizon is committed to acting in a fair and respectful manner in all relationships including clients, contractors, government bodies and any other businesses or organisations as applicable. My business practices seek always to promote diversity and inclusion.

### **Transparency**

At True Horizon, I believe that transparency and ethics go hand in hand. As such, I am committed to transparency in all communications, practices, marketing, policies and any other interactions with clients, political parties, charitable organisations and other interested parties.

### **Compliance with the Law**

True Horizon's commitment to integrity begins with complying with all relevant laws, rules and regulations wherever I do business.

### **Competition**

At True Horizon I support ethical and fair competition. I provide services based on merit, quality, and competitive, fair pricing.

### **Proprietary Information**

I recognise the importance of respecting the proprietary rights of others. I will not acquire or seek to acquire improper means of a competitor's trade secrets or other proprietary or confidential information. Nor will I engage in unauthorised use, copying, distribution or alteration of any intellectual property.

### **Conflicts of Interest**

I will avoid any relationship or activity that might impair, or even appear to impair, my ability to make objective and fair decisions when carrying out duties. This includes but is not limited to bribes, kickbacks or gifts on any portion of contract payments or soft dollar practices.

### **Gifts, Gratuities and Business Courtesies**

True Horizon is committed to competing solely on the merit of products and services. I will avoid any actions that create a perception of favoritism and will not accept any gratuities provided in exchange for personal business courtesies.

### **Offering Business Courtesies**

In the event that I offer any business courtesies I will ensure that:

- The practice does not violate any law or regulation or the standards of conduct of the recipient's organisation
- The business courtesy is consistent with industry practice, is infrequent in nature and is not lavish.
- The business courtesy is recorded as appropriate

### **Accurate Books, Records and Accounts**

I will ensure that all books, records and accounts accurately reflect the nature of the transactions. In the event of any errors, I will seek to rectify these records immediately.

This document is reviewed annually and updated as appropriate.



Nancy Hyne, Director