



Code of Conduct – February 2025

Intention of this Code

To set out principles and standards of the appropriate conduct and integrity expected of Freemen and staff of the Worshipful Company of Entrepreneurs.

Overview

The Master, Wardens, Court and Freemen are collectively committed towards acting at all times in the best interests of the freemen, staff and stakeholders.

To meet these objectives as a member of the Court of the Worshipful Company of Entrepreneurs or one of its committees, I agree to adhere to the following:

- I will endeavour to represent the broader interests of freemen, staff, and stakeholders.
- I will uphold the reputation of the Company and act in a manner, which is consistent with the values of this organisation.
- I will seek to balance my contribution to the Company both as an active member of the Court or its committees and as a learner of Livery culture.
- I will not engage in bullying or harassment of any kind of any freeman, staff, or stakeholder as set out in the Company's policy on Anti-Harassment and Bullying.
- I will not engage in discrimination of any kind as set out within the Company's policy on Diversity, Equality and Inclusion.
- I will be honest and fair with others and true to myself.
- I will be an advocate of our culture and values and abide by our practices.
- I will refrain from trying to influence other Court and Committee members outside of their arranged meetings in such a way that might have the effect of creating factions and limiting free and open discussion.
- I will offer an opposing but constructive voice on issues I do not agree with, offer alternative points of view as options to be considered, and invite others to do so too.
- I will balance my efforts to understand other Court and committee members and to make myself understood on critical and important matters.
- I will support a Court or a committee decision even if my own view is a minority one.
- I will make available to and share with fellow freemen any information as may be appropriate to ensure proper conduct and seamless operation of the Company.
- I will not disclose or discuss differences of opinion on the Court or committees with those who are not on the Court or relevant committee.



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- The Court and committees should each communicate externally with “One Voice”, and I will adhere to it.
- I will respect and safeguard the confidentiality of all Court and committee information and matters on sensitive issues particularly in relation to staff, freemen and stakeholders.
- I will support the principle of Court and committee collective responsibility.
- I will be an advocate for the organisation and its mission wherever and whenever the opportunity arises.
- I will disclose my involvement with other organisations, businesses or individuals where such a relationship might be viewed as a conflict of interest as set out in the Company’s policy on Conflict of Interest.
- I will report any potential, perceived or real breach of the code of conduct immediately to the Master and the same should be documented.

Actions

If any Court or committee member feels that another freeman may have been in breach of the Code of Conduct, he or she is required to raise that potential or perceived breach at the subsequent Court or committee meeting.

In the event that the Court or committee has agreed that the matter should be pursued, the following steps are to be followed.

- Committee refers matter to Court.
- Whether received directly or via committee, the Court appoints a specific taskforce to review said conduct issue
- Taskforce to
 - Identify the conduct issue
 - Collect all the relevant information
 - Evaluate the information
 - Consider all the options to address the issue
 - Recommend a route forward to the Court
- Court to approve and action or return for further consideration.



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If a conduct breach has been found to exist, then the Court will

- Advise the individual in writing that there has been a breach of the Code of Conduct, but no further action will be taken, but that a further breach could lead to disciplinary action, or
- Ask for the individual's resignation

Note that Court and committee minutes of meetings should reflect when a Board member discloses that he or she has been in breach of the Code of Conduct and record the discussions in relation to the breach and how it was managed. This should be recorded in the relevant minutes of the meeting, and the times the interested freeman left and returned to the meeting.

Review

This code of conduct policy should be reviewed by the Board every year, or when deemed appropriate.