

**Ingate Interim and Consulting Limited Corporate Policies**

**Introduction**

This paper sets out certain key Ingate Interim and Consulting Limited (IngateIC) corporate policies for the benefit of clients and suppliers.

IngateIC is a small private business with fewer than 5 employees, which means that in some areas where there is statutory obligation there is no requirement for a formal policy. For example Health and Safety.

IngateIC has also adopted policies in some areas such as Anti -bribery where large corporate and public sector clients have obligations in order to underline its commitment to ensuring its clients meet their obligations.

IngateIC reviews its policies from time to time and as required to reflect changes in legislation and good practice. This includes, but is not restricted to, guidance in corporate governance practice issued by the Institute of Chartered Secretaries (ICSA).

The sole Director of IngateIC is a Fellow of the Institute of Chartered Secretaries and Administrators and other professional institutes, and governed by their codes of professional conduct. These include obligations to high ethical standards. IngateIC reviews its policies from time to time to ensure they are consistent with the requirements of those codes, bearing in mind the obligations of the Director, other agents and any other employees.

**General**

IngateIC’s mission and purpose is to provide quality interim and consultancy governance and company secretarial services.

Governance should enable strategy and sustainability, ensure a healthy organisation and be perceived to do so by all stakeholders.

Interim management combines independent advice and experience with “hands-on” delivery, enabling leaders and senior managers to achieve results.

IngateIC is committed to ensuring that it provides services to a standard and in a manner which upholds client corporate policies.

**Diversity and Equality**

IngateIC complies with the requirements of the Equality Act 2010 ensuring that staff and customers are treated equally and without discrimination.

IngateIC values and seeks to promote diversity and equality in its policies and practices.

**Health and Safety**

As a small company with fewer than five employees IngateIC is not required to have a formal Health and Safety policy. It is committed to meeting its requirements under the legislation.

**Sustainability**

IngateIC recognises the importance of sustainability and long term value to the businesses and organisations to which it provides services. IngateIC also recognises the wider impact and importance of business and organisations to the economy, society, employees and the environment.

IngateIC is committed to sustainability in the broadest sense, including the impact it has on the environment, other organisations and individuals.

This includes on-going review of ways in which to reduce IngateIC’s impact on the environment, its carbon footprint and energy consumption. Practical steps include reviewing transport and travel options and how IT can enable communication.

IngateIC conducts itself in a manner which accords with client sustainability policies and practices.

**Anti-Bribery and Corruption Policy**

IngateIC is committed to maintaining the highest possible ethical standards. It recognises and shares corporate and public concerns and legal obligations in respect of ensuring zero tolerance. IngateIC is committed to upholding and enabling its clients to develop and maintain their anti-bribery and corruption policies.

IngateIC prohibits the offering, the giving, the solicitation or the acceptance of any bribe, whether cash or other inducement.

• in order to gain any commercial, contractual or regulatory advantage for IngateIC in a way which is unethical; or

• in order to gain any personal advantage, pecuniary or otherwise, for the individual or anyone connected with the individual.

For the avoidance of doubt, IngateIC prohibits the making of any payments to public officials for securing or accelerating routine processes and procedures (“Facilitation Payments”).

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