HENRIKSEN STUDIO

HENRIKSEN STUDIO - STANDARDS OF BUSINESS CONDUCT

1. INTRODUCTION

At Henriksen Studio, we value professionalism, integrity and respect in everything we do. Everyone representing the business, whether employee, contractor, freelancer, or consultant, has a responsibility to uphold these standards and help protect our reputation, relationships and creative environment.
This policy outlines the standards of behaviour expected and provides guidance on how to deal with situations that may pose a risk to our values or business interests. Failure to follow this policy may lead to disciplinary action, including dismissal.

2. GENERAL CONDUCT & REPUTATION

We expect all staff to:

- Conduct themselves professionally and respectfully at all times, inside and outside of work.
- Avoid any behaviour that could damage the company's reputation or relationships.
- Use common sense and good judgement when representing the company publicly, including on social media (see Social Media Policy).

3. CONFLICTS OF INTEREST & OUTSIDE ACTIVITIES

Employees must:

- Declare any personal, financial or professional interests that may conflict with company business.
- Not engage in external work (employment, consulting, freelance or otherwise) that conflicts with their role at Henriksen Studio without prior approval.
- Disclose close relationships that could create a conflict (e.g. with suppliers, clients or team members).

4. CONFIDENTIALITY & INFORMATION SECURITY

You must:

- Protect confidential information relating to Henriksen Studio, our clients, collaborators and projects.
- Only share sensitive information with authorised individuals.
- Ensure care when discussing business matters in public or online.

5. GIFTS & HOSPITALITY

To avoid any perception of bias or impropriety:

- You may accept modest gifts (e.g. a coffee, calendar, box of chocolates) worth less than £10.
- All other gifts must be politely declined or returned.
- Hospitality (e.g. lunch, event invites) must be approved by your line manager in advance.
- Never offer or accept anything that could be interpreted as a bribe or incentive.

6. RELATIONSHIPS AT WORK

Where personal relationships exist between colleagues or with suppliers/clients:

- These must be disclosed where there is a real or potential conflict of interest.
- The company may adjust reporting lines or duties to avoid issues.

7. USE OF COMPANY RESOURCES

- Use company assets (IT systems, equipment, time) responsibly and for legitimate business use.
- Do not use company resources to pursue personal commercial ventures or projects.

8. PUBLIC REPRESENTATION & PUBLICATIONS

- Do not speak to the media or publish articles or content in Henriksen Studio's name without prior approval.
- Do not associate the company with any political, religious or campaign activities. Additionally, refrain from posting or sharing content that may be offensive, including sexual comments, racial slurs, or provocative remarks related to religion, culture, or politics, as these can easily offend others and damage the company's reputation.

9. REPORTING CONCERNS

We are committed to maintaining an open, honest culture. If you witness or suspect wrongdoing, misconduct or breaches of this policy:

- Speak to your line manager or a senior manager.
- Alternatively, report via the Whistleblowing Policy.
- We will never tolerate retaliation against those who raise concerns in good faith.

This policy is not contractual and may be updated from time to time. If you're unsure about anything covered here, please speak to HR or a senior manager.

DOCUMENT CONTROL

Field	**Details**
Document Title	STANDARDS OF BUSINESS CONDUCT_v2.0_2025.09.10
Document Category	Compliance & Ethics
Document Owner	Joanna Konstantinidou, HR Consultant
Policy Author	Joanna Konstantinidou, HR Consultant

HENRIKSEN STUDIO

Approved By	Anne Williams, Fractional COO
Date of Approval	01/09/2025
Effective Date	01/09/2025
Next Review Date	01/09/2025
Location	Policies and procedures

VERSION HISTORY

Version	Date	Author	Approved By	Summary of Changes
1.0				Document creation
2.0	01/09/2025	Joanna Konstantinidou, HR Manager	Anne Williams, Fractional COO	Document control added