

Version 1

Code of Ethics





The Rowe Way

Our Code of Ethics reflects our wider values and is captured in our Integrated Management System policies and procedures and Employee handbook (Code of Conduct).

It outlines the principles governing the high standards Rowe expects in day-to-day operations; how employees behave, how we treat clients and even who we work with.

Founding statement

“Our purpose is to build solutions which make a difference, create opportunity, and give back to our wider communities. We believe our company should be based on mutual trust and inclusion. To achieve this, we always act with integrity, adhere to the highest ethical standards, and respect our employees, suppliers, and clients.

Our Integrated Management System alongside our Employee Handbook (Code of Conduct) and Code of Ethics helps put our values into practice. It guides us in the decisions we make daily.

It is important that our culture and behaviours reflect who we want to be.”
Hannah and Paul Rowe

Purpose and scope

Our Code of Ethics is designed to help us conduct our business activities in a way that reflects our values and our compliance with relevant legislation and regulations.

It applies to all employees and suppliers who are working under the Rowe banner. No matter which project or client we are working for, we all share a culture and set of core values. Regardless of location, the expectation is that Rowe’s values applies to each one of us.

The Rowe Purpose

Through agile software engineering practices, we deliver innovative cutting-edge services and solutions to the public sector.

We are big enough to deliver but small enough to care.

Our values:

Act with integrity

We use our high ethical standards and core values to guide our decisions and actions.

Delivery value and quality

We find the solutions for our clients what will deliver maximum value for them. We are focused on creating longterm collaborative partnerships with them.
We create solutions that solves real problems, and we are trusted to build things that work.

Be transparent

We are honest with each other.

Treat everyone with respect

We respect each other and our clients by being open to different idea and perspectives. We appreciate everyone's contributions.

Solve problems together

We build our teams with collaboration at the heart of everything we do.
We're open and encourage feedback at every step of the way, whether that be internally or with our customers. We take the time to listen, encourage and respect everyone's opinions.
Collaboration can take us to places we wouldn't have been able to go to alone.

Ownership

We are a team of doers; we take ownership of our roles and our work at every level. We're accountable for the results of our actions, ensuring we deliver quality on time.
Taking ownership shows others they can trust us to do the right thing. We have high standards and excellence is a state of mind.
We do what we say we'll do.

Diversity and inclusion

We champion diversity. We are focused on creating an inclusive workplace that embraces a wide range of ideas and opinions. We reflect the beautiful and diverse world we are trying to improve.

Innovation

We are curious and excited about new ideas. We learn from our mistakes and strive to exceed expectations. We are constantly raising the bar.

Continually improve

We learn from data, experience, feedback, and each other to constantly evolve and improve how we work.

Give back

We believe in making our communities stronger by sharing our time, skills, and resources.

Our responsibilities

Employee

- Honour Rowe's core values and act ethically.
- Read, understand, and comply with our policies and procedures.
- Report any concerns over potential ethical issues.
- Share ideas for improvement.
- Be kind to each other.

Leadership

- Communicate expectations to employees.
- Set the right example.
- Fostering a work environment that encourages discussion of values and integrity concerns.
- Ensure employees feel comfortable about raising issues or concerns and reassuring employees that they are being heard.
- Safeguarding the confidentiality of employees who report violations in good faith and protecting them from retaliation.

Violations of our policies and procedures may result in disciplinary action, up to and including termination and described in our Employee Handbook.

For the planet

We are committed to becoming Net Zero by 2030. Our services will be designed with that in mind, alongside our wider activities within our communities. This mission is something we have communicated with our employees and suppliers. We expect our suppliers to part of the New Zero journey.

Anti-corruption

We comply with all application legislation and regulations governing how businesses operate. We also adhere to all terms and conditions of any contract to which we are party.

Fair competition

We will base all our competitive practices on price, quality, and customer service. We appeal to clients based on proposed solutions or alignment and the strength of our services. We will not disparage our competitors or use protected information against them.

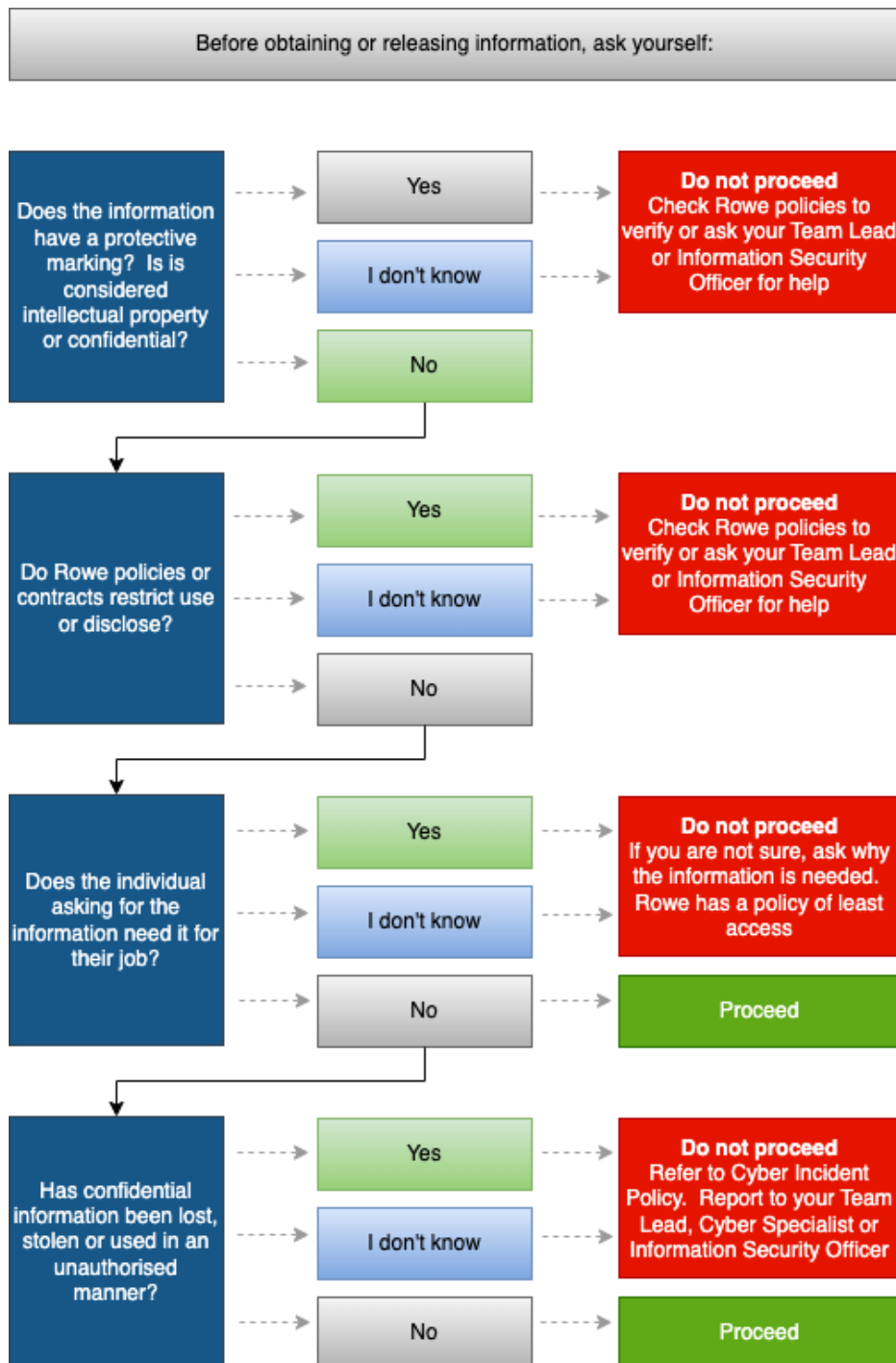
Hiring

We hire based on merit alone and do not accept any discrimination in the workplace based on race, colour, national origin, religion, citizenship status, sex, disability, or any other basis prohibited by law.

We celebrate diversity, nurturing a workplace where everyone can be their authentic selves.

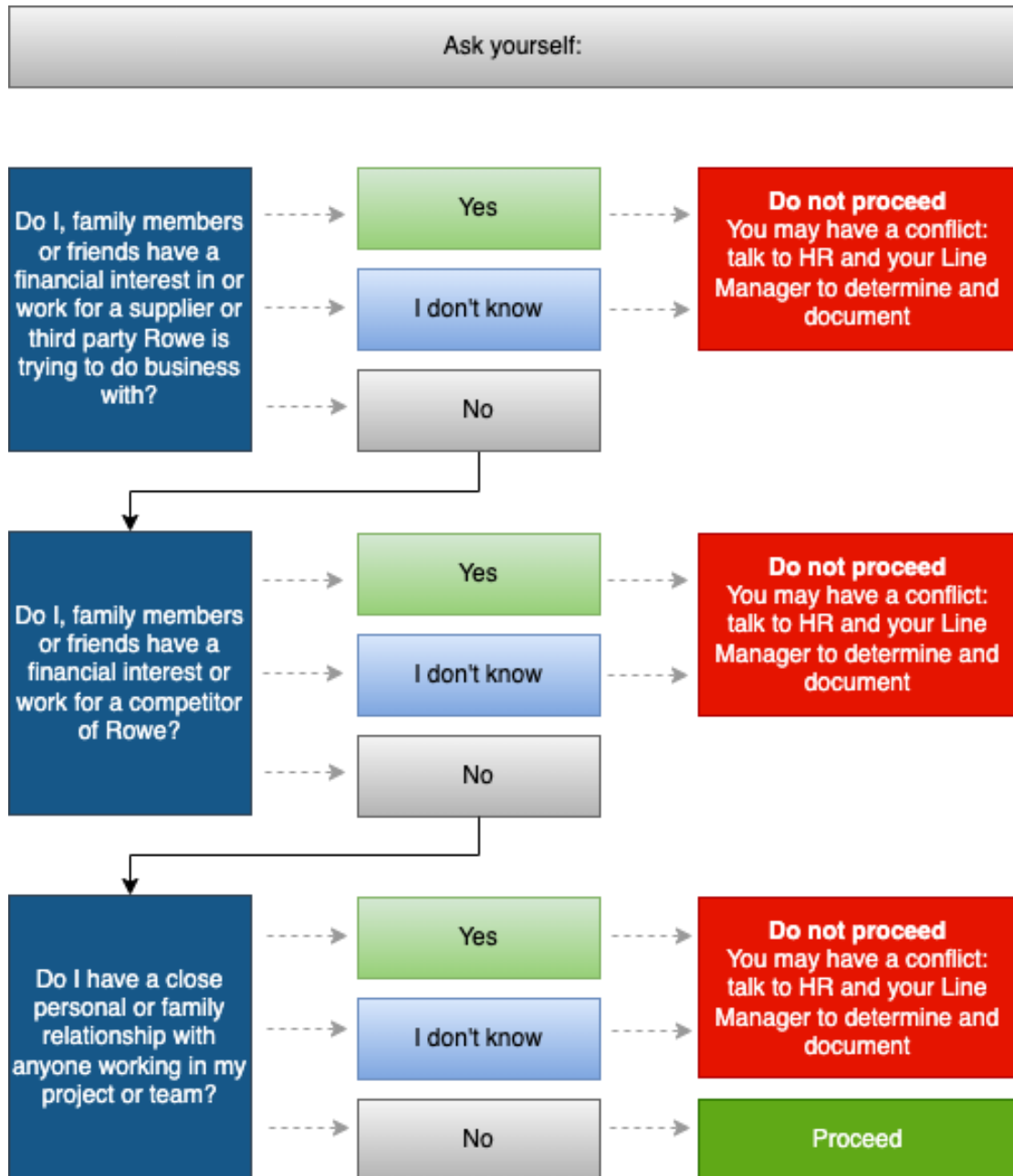
Data privacy and confidentiality

We safeguard personal data and protect confidential Rowe, supplier, and client information. We are committed to protecting employee information as set out in our Privacy Notice for Employees. We required all employees and contractors to keep all information learned from Rowe and/or its clients in confidence.

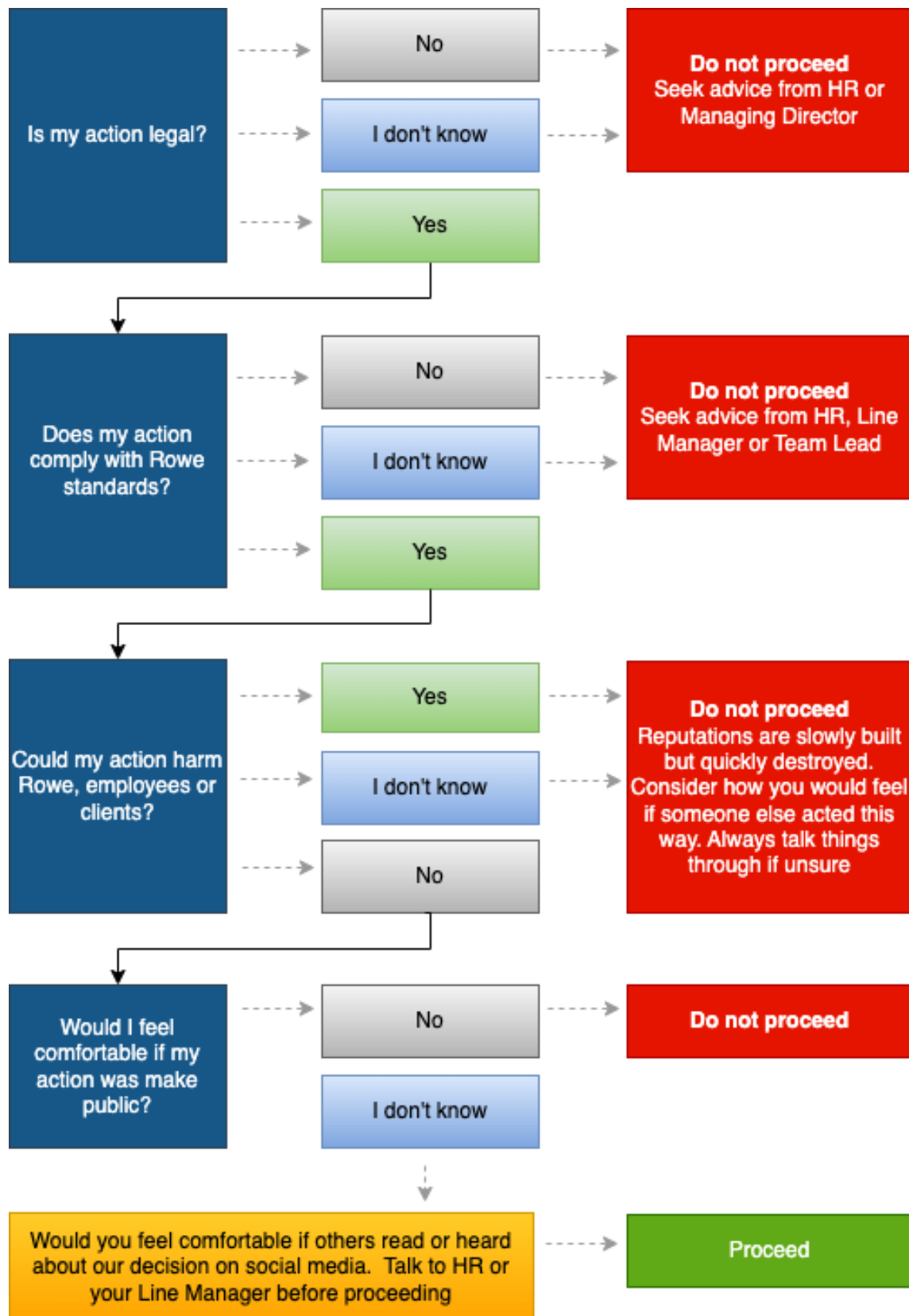


Conflict of interest

We expect all employees and suppliers to avoid situations that case doubt on whether they are acting in the best interests of the company. We expect all parties to maintain transparency and disclose any potential conflicts of interest.



Ethical decisions guide



Report concern

If you suspect any misconduct or unethical behaviour, please report your concern to the People Manager or Managing Director. It will be treated in the strictest confidence.

If you report a concern in good faith, we will uphold a non-retaliation policy; adverse consequences such as being fired, demoted, assigned a less desirable position, suspended, or having benefits reduced will not be tolerated.

“Good faith” means that you honestly believe there may be a violation and that you are not making a false report.

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Version Control Information

Issue	Description of change	Author	Date
0.1	Draft	HR	8/3/2023
1	Initial issue	HR	13/3/2023