



Code of Ethics

The Brief Group's directors and employees will be honest and ethical in all words, deeds and actions.

- ❖ We will uphold the quality of our consultancy services and ongoing education to assure the most progressive and scientifically sound auditing, training and consultancy services.
- ❖ We will strive to provide practical, tailored and solution orientated outcomes for each client.
- ❖ We will maintain and protect our consultancy's reputation for honesty, fairness, respect, integrity, trust and sound judgment. We understand that our practice's ethical performance equates to the sum total of each and every employee's ethical principles.
- ❖ Our consultancy will not compromise its principles for short-term advantage. We will adhere to a policy of zero tolerance for illegal or unethical conduct.
- ❖ Officers, directors and employees of the company will not falsify or misrepresent their academic or professional qualifications nor mislead others in relation to their expertise.
- ❖ Officers, directors and employees of the company will never permit their personal interests to conflict, or appear to conflict, with the interests of the consultancy or its clients.
- ❖ Officers, directors and employees of our consultancy will often come into contact with, or have possession of, proprietary, confidential or other sensitive information and will take all practicable steps to ensure that such information is strictly safeguarded.
- ❖ Proprietary, confidential and sensitive information about this consultancy, employees or clients will be treated with sensitivity and discretion and only be disseminated on a need-to-know basis and, in the case of client information, only if required by law or with the consent of the client. This policy includes non-disclosure of such information to spouses, relatives and friends.
- ❖ Officers, directors and employees will seek to report all information accurately and honestly, and as required by applicable laws, regulations and reporting requirements of governmental agencies and professional organisations.
- ❖ Our consultancy's officers, directors and employees will not exaggerate or disparage the services and competence of competitors.
- ❖ Employees will disclose unethical, dishonest, fraudulent and illegal behavior, or the violation of consultancy policies and procedures, directly to management.

The Brief Group Pty Ltd

SYDNEY Level 57, MLC Centre, Martin Place, Sydney NSW 2000 Tel: 02 9238 6821 Fax: 02 9238 6824
MELBOURNE Level 1, 222 Kings Way, South Melbourne VIC 3205 Tel: 03 9682 8166 Fax: 03 9682 8168
BRISBANE Level 30, 10 Eagle Street, Brisbane QLD 4000 Tel: 07 3303 8468 Fax: 07 3303 8445