

# COMPANY ETHICS POLICY

## Clinical Psychology & Employee Wellbeing Practice

### 1. Purpose

This policy sets out the ethical principles and standards that guide all professional conduct at the Origami Group. As a clinical psychotherapy and employee wellbeing practice, we are committed to operating with integrity, respect, and accountability in all aspects of our work, ensuring the safety, dignity, and wellbeing of our clients, colleagues, and stakeholders.

### 2. Scope

This policy applies to all employees, associates, contractors, volunteers, and anyone working on behalf of the Origami Group including clinical and non-clinical staff.

### 3. Core Ethical Principles

#### 3.1 Respect for Clients

- Treat all clients with dignity, compassion, and without discrimination.
- Recognise and respect the autonomy, values, and lived experience of every individual.
- Uphold confidentiality and informed consent at all times, except where disclosure is required by law or for safeguarding purposes.

#### 3.2 Professional Integrity

- Maintain high standards of honesty, reliability, and clinical competence.
- Avoid conflicts of interest and declare any potential or perceived conflict immediately.
- Only offer services within the scope of your professional training and qualifications.

#### 3.3 Confidentiality and Data Protection

- Adhere strictly to UK GDPR, Data Protection Act 2018, and relevant professional codes.
- Protect personal and clinical information from unauthorised disclosure.
- Ensure secure storage and transmission of data, whether paper-based or digital.
- Guide and support all consultant clinicians through our supervision and staff management systems to adhere to their responsibility to protect client confidentiality.

#### 3.4 Ethical Communication

- Communicate respectfully and professionally with clients, colleagues, and external stakeholders.
- Avoid misleading, exaggerated, or inappropriate advertising of services.
- Ensure public communications and social media posts uphold the reputation and values of the practice.

#### 3.5 Inclusivity and Anti-Discrimination

- Foster a culture of equity, diversity, and inclusion.
- Do not tolerate discrimination, harassment, or victimisation on any grounds, including race, gender, disability, age, sexual orientation, religion, or socioeconomic status.

#### 3.6 Clinical Ethics and Good Practice

- Follow the ethical frameworks of relevant professional bodies (e.g. BACP, UKCP, HCPC).
- Prioritise client welfare in all clinical decision-making.
- Maintain accurate, timely, and secure clinical records.
- Participate in regular supervision and continuing professional development.

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### 4. Ethical Responsibility in the Workplace

- Act with mutual respect and professionalism in all workplace relationships.
- Raise concerns or whistle-blow when unethical, illegal, or unsafe practices are observed.
- Collaborate transparently and fairly, recognising the contribution of all team members.

### 5. Conflicts of Interest and Gifts

- Avoid situations where personal interests could interfere with professional judgment or responsibilities.
- Do not accept significant gifts or favours from clients or suppliers; minor tokens may be accepted if appropriate and reported, in line with our Gift Policy.

### 6. Accountability and Enforcement

- Ethical breaches may result in internal disciplinary action, up to and including termination of employment or contracts, and where relevant, referral to a professional regulatory body.
- Everyone has a duty to report unethical behaviour or concerns through appropriate internal channels.

### 7. Training and Awareness

- All staff and associates must read and agree to this policy as part of their induction.
- Ongoing training and reflective practice sessions will support ethical awareness and decision-making.

### 8. Review and Continuous Improvement

This policy will be reviewed annually and updated as necessary to reflect changes in legislation, clinical practice, or organisational priorities. Staff feedback is welcomed to ensure ongoing relevance and effectiveness.

**Policy Version:** 1.0

**Approved by:** Amy Stoddard-Ajayi

**Role:** CEO and Founder

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