



## Assurance and Assessment The OWW Code of Conduct

OWW Consulting is an independent, values-based company committed to furthering the principles of sustainable and responsible management within organisations through the development and delivery of professional services, Sustainability solutions and Economic, Social and Governance Research (ESG).

In undertaking assurance or assessment engagements, in addition to our commitment to transparent and accountable sustainability practices and the highest levels of service, we adhere to the following principles.

### Our approach

1. **Ownership** – Sustainability Reports are the property of the reporting organisation and responsibility for content resides solely with the report owner.
2. **Stakeholders** – We will respect the views of stakeholders of the report where they are known to us and we will encourage reporting organisations to address these views in their report and in their sustainability practices.
3. **Options** – We will provide reporting organisations with a choice of assurance or assessment options and recommend that they evaluate proposals from at least two alternative service providers. The final choice of assurance or assessment approach from amongst these options is the exclusive prerogative of the reporting organisation.

### Our principles

4. **Integrity** – We will agree the scope and level of assurance or assessment with the reporting organisation in advance of any engagement. We will explain clearly the advantages and limitations of the scope and level agreed. We will carry out our work honestly and vigilantly to provide assurance or assessments to the level agreed with the reporting organisation and stated in our assurance or assessment statement.
5. **Objectivity** – We will be objective and balanced in our engagement and evaluate information without bias against the agreed guidelines. As with all other service providers, we are paid for assurance, assessment and other professional services but we will only take on engagements where payment does not compromise our objectivity.
6. **Independence** – We will apply the principle of independent practice and judgement, free from undue influence. We will provide conclusions within the scope and guidelines agreed that in all likelihood would be the same in all material respects as those that would be reached by other assurance or assessment practitioners faced with the same information and specification.
7. **Limitation** – The assurance or assessment statement will state clearly the agreed scope of the engagement and what we have and have not examined within that scope. OWW will not provide assurance or assessment statements on issues we have not examined or on issues where we have provided significant advice or guidance.
8. **Refusal** – We will not provide assurance or assessment statements where we consider there are errors or material omissions which are known to the reporting organisation and not rectified. We will withdraw our statements where material changes are made to reports subsequent to our evaluation.



## Professional Standards

9. **Professional Competence** – Our assurance team will possess sufficient experience in conducting assurance or assessment within the scope of the engagement in accordance with emerging best practice. We will ensure that members of staff working on assurance or assessment engagements are competent and fully trained in appropriate sustainability practices and standards. We will not provide assurance or assessment in areas outside of the expertise or competence of our staff.
10. **Professional Behaviour** – We will apply rigorous professional practices which ensure that our judgements are fully informed. We will work closely with reporting organisations and communicate clearly when explaining our conclusions and their significance.
11. **Confidentiality** – In undertaking assurance or assessment work we will be sensitive to the level of confidentiality required. We will not divulge confidential information unless required to do so by law.

## About this Code of Conduct

12. **Responsibility** – This Code of Conduct is approved by the Board of Directors and all members of the Board take final responsibility for its implementation.
13. **Transparency** – We will make this Code of Conduct known to reporting organisations and will provide it free of charge in the public domain for any stakeholders who wish to view it.
14. **Review** – This Code of Conduct will be reviewed annually and will incorporate recommendations of stakeholders as appropriate. The Code of Conduct may also be amended in response to material changes in circumstances that may arise between the annual review processes.
15. **Ethics** – OWW Consulting has implemented a Code of Ethics across its business which is intended to ensure that all members of staff maintain the highest ethical standards in their day to day business activities. The Code of Ethics is available to view or download on our website.