The Way We Work Policy Acknowledgement

The way we work as a firm is really important and we do not underestimate what this means to our clients, our people and our reputation in the market. There are a number of key policies that underpin how we work and it is important that everyone in Moorhouse has read and understood these.

These key policies are listed below and set out what is expected of everyone in the firm. They are of such significance that people must review these on an annual basis and sign **The Way We Work Policy Acknowledgement** to confirm that they have read and understood what is expected of them.

Key Policies

1. Bring Your Own Device (BYOD) to Work Policy
2. Email and Internet Use Policy
3. Gifts & Hospitality Policy
4. Social Media Policy
5. Absence due to Sickness or Injury Policy
6. Anti-Corruption & Bribery Policy
7. Anti-Fraud Policy
8. Modern Slavery Human Trafficking Policy
9. Mental Health and Well Being Policy
10. Data Protection Policy
11. Employee & Associate Privacy Policy
12. Information Security Policy
13. Environmental Policy

If you have any questions relating to any aspect of these policies, please contact a member of the People & Talent team or your relevant Talent Lead Group Partner.

t: +44 (0) 20 3004 4482
f: +44(0)870 460 1917
moorhouseconsulting.com

Dashwood House
16th Floor, 69 Old Broad
St, London EC2M 1QS

VAT registration 194 4573 74
Registered in England & Wales 5053551.
Registered Address Dashwood House, 16th Floor, 69 Old Broadstreet, London, EC2M 1QS

Acknowledgement

I have read each of the key policies listed above, I understand what is expected of me and I agree to abide by them. I understand that if I have any concerns in relation to my ability to abide by these policies, or if I have any questions, I must discuss these with my Talent Lead Group Partner or a member of the People & Talent team.

Name	Signature	Date

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