



Date:	Jan.'24	Release:	Publication
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Owner:	CyberDefenceDynamics		
Document Number:	POLMAN_E&B		


Revision History

Date of next review

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked
06/01/22	01/07/21	Message Update	
05/01/23	06/01/23	Messaging and EDF structural Update	
05/01/24	05/01/23	Messaging and codification check	

Approvals

This document requires the following approvals. A copy with appropriate verisimilitude should be placed in the policy/project files as appropriate.

Name	Signed	Title	Date of Issue	Version
D.Strudwick		Managing Director	05/01/24	1.02

Purpose

The document is intended to provide focus core values for the guidance of directors and employees towards ethical, correct and moral behaviour and decisions at work. The practices enshrined here are intended to reduce risk to the business in terms of its revenue, assets, compliance and overall reputation. Poor or unethical behaviour can have a very eroding and denuding adverse impact upon which is undoubtedly sound business. The technical aspects of the report are designed to encompass the translation of CDD's values into the product development and research processes. Any concerns about these approaches must be raised with directors.

This policy is part of a library of commercial management approach including:

- Quality Assurance & Audit
- Safety Criticality in Software Engineering
- Health and Safety
- Cyber Security
- Environmental and Energy
- Government Security Management
- Special Projects
- Board Management
- Equality Diversity
- Development Policy
- Commercial Contractual Engagement
- Commercial/Professional Insurance

Ethics and Behaviours Overview

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Advice *All directors/employees may access and read the document and my update the verification report that they have read the annually updated copy.*

Ethics and Behaviours

Executive Summary

The ethical framework of the organisation is summarised below. The contents are very much a living document and can be repeatedly referred back to for guidance on how the organisations values are projected into its operations.

Purpose and scope

The purpose of this policy document is to make clear, who, what, how, why, where and when CDD's ethical policy applies. It encompasses our trading interaction and our interoperability with those bodies either providing services to us or those with whom we transact business with for any other reason. (E.g. Clients, Solicitors, HMRC, Companies House, Utilities).

Who, relates to the ethical policy impact upon the activities of the directors and employees and governs the way we interact with our trading partners and other parties.

What, relates to the precise activities that occupy the sphere of influence of the business and the methods employed by CDD in the conduct of that business.

How, relates to the mechanisms deployed by CDD in order to conduct its business affairs, and the underpinning practices that govern the services provision of the business as it performs its business.

Why, relates to the objectives and/or manner by which CDD conducts its business as defined in this document and this should provide an overall control as to ethicality of an objective.

Where, relates to the location of the conduct of our services and how this can most efficaciously promote the best ethics of the conduct of our business; if at all possible, the firm makes every effort to use its IT to minimise impact from pollution and non-renewable resource

When, relates to the time (in a process) at which the code of ethical conduct must come into play and the methodologies that have been contrived to ensure that development is properly managed and constrained and high quality products result from the design and development lifecycle.

Core Values and Ethical Standards

1. The development and **preservation of CDD's best business perception:**

- The best work of the business is seen in the bespoke design and development, tooling and novel methods;
- The principal contribution of the business is seen in novel, advanced cyber security solutions;
- The problem space in which CDD operates is generally encompassed high-end, contested cyberspace;
- The most unique approach's that define the business' principal activities include PASCAL and PEDDLE, the dual design methodologies that focus on highly disciplined

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and very carefully quality assured application development, cyber security design methods and Information assurance procedure;

2. The most important and shared qualities of the business include product delivery on time, within or exceeding specification and within or on budget. There should be an unrelenting focus on the critical process and methods encompassed by CDD's EDF approach and to link CDD's values, processes and methods to the business' behaviours and decision-making.

Ethical Decision-Making

The basis of business decision making must always in full compliance with the highest possible ethical standards described in this document. All decisions must be taken with a view to the most efficacious strategy and achieving least possible harm for any party or quarter.

Compliance With Highest Operational and Financial Standards

CDD adopts a very cautious approach to management of its funds as the directors are acutely aware of the vicissitudes of the modern business environment. However, investment in the research programme is considered a sound move in order to augment the portfolio of technical capability and other operational assets; the results might in the future, be assembled to assist in bespoke cyber security counter-operations such as the need may (or inevitably) arise.

Operational Matters: CDD takes responsibility at all times, for the design and deployment of methods giving rise to the highest possible operational standards, always ensuring full compliance with our contractual commitments, never allowing procrastination in technical matters, leaving issues unaddressed. All such progress reporting and other conduct in support of CDD's operations is entirely open to our client's scrutiny as confidentiality permits.

Financial Matters: CDD will ensure that all bills are paid immediately (especially to smaller traders like CDD, where the most rapid cash flow is critical) and would refrain from ever entering into supply agreements of any kind without funds being immediately available, and especially when invoices fall payable. CDD expects of its clients, that all bills are paid promptly and ensure that when contracts and assignments under such contracts are properly funded such that matters can be settled expeditiously.

Taxation: CDD does not engage in aggressive tax avoidance or any measures or methods that might give rise to anything less than the correct and demonstrably proper way to prepare its accounting and tax affairs¹.

Credit: CDD avoids all unnecessary borrowing as well as ensuring that the business' funds are properly secured and accounted for. As CDD progresses its research, this may only be undertaken using the business' own funds, and great care is taken that developmental research programmes can be meaningfully completed within the time and cash constraints agreed by the board. Financial risk associated with IT research is never transferred to other lending institutions, however, approved support schemes may be considered and underpinned by formal professional advice.

¹Indeed, exemplary financial and professional conduct is fundamentally important when statutory personnel vetting procedures and considerations are undertaken in support of the conferral of (high) security clearance relating to the undertaking of government assignments.

Ethics and Developmental Framework(EDF)

CDD operates an ethical development framework that is designed to ensure that CDD's product and service preparation is transparent to the client, ensuring absolute confidence in the technical methods and gives rise to a high-quality end-product that is fully tested, properly designed, demonstrably efficient, effectively documented and meaningfully deployed with the intention of meeting the client specification and progressing to training/support and BAU.

The following areas constitute the EDF and are fully described in the development and test harness with TheBrain and PASCAL materials (i.e. Project Activity Log[PAL] instrument).

- **Accuracy, Recursion and Explanation**
- **Algorithmically Constrained Generalization**
- **Composition & Control**
- **Scale Elasticity**
- **Chronometric Analytics**
- **Transparent Interoperability**
- **Legacy Architecture and Interoperability**
- **Legal Liability, Accountability and Responsibility**
- **Limitation and Adaptation**
- **Model and System Composition**
- **Model Security and Trustworthiness**
- **Operational Impact Analysis**

CDD ensures that all its software is properly licensed (as required by the owner of the applications/libraries) and patched to the most efficacious level, and that no system should be used that could in any way place in jeopardy, the final result of a product or service. If ever this policy is suspected (or found) to have been breached, this must be brought to the attention of the directors, the issue being marked for immediate resolution.