

STAFF CODE OF CONDUCT

Our Staff Code of Conduct organization policy outlines our expectations regarding employees' behavior towards their colleagues, supervisors and overall organization.

Working with integration is our foundation. Integrity protects our team, our organization, and our clients; improves our business performance; and differentiates us from our competitors. Our priorities lie with the sustained commitment to ethical practices. Though we promote freedom of expression and open communication, we still expect all employees to follow our Code of Conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

Purpose

Our Code of Conduct is the first step for an employee to get clarity on any questions relating to ethical conduct. It sets forth our core values, shared responsibilities, global commitments, and promises, and general guidance about the organization's expectations.

However, our Code cannot possibly address every situation we face at work. Therefore, the Code is by no means a substitute for our good and unbiased judgment. We must remember that each of us is responsible for our own actions.

The ethical choice is always the best choice.

Scope

Our Code of Conduct applies to all our employees regardless of employment agreement, rank, or location. The Code also applies to third parties, such as consultants, agents, suppliers, and others acting on the Organization's behalf.

Cordial Atmosphere

To work effectively, all of us need a healthy and safe work environment. We provide a work environment free of coercion, discrimination, and harassment. Therefore, respect, inclusiveness and shared ethical values are at the heart of our core values. Irrespective of your department and rank, you should conform with our equal opportunity policy in all aspects of the work, from recruitment and performance evaluation to interpersonal relations. Remember, all forms of substance abuse as well as the use or distribution of drugs and alcohol while at work is strictly prohibited.

Compliance With Law

We comply with all laws, whether local, national or regional. All our employees, and those acting on our behalf must protect the Organization's legality. They should comply with all environmental, safety and fair dealing laws. Violations of law can result in significant harm to the Organization, including financial penalties, denial of government contracting privileges, imprisonment for criminal misconduct and damage to our business relationships and reputation. People associated with us are expected to be ethical and responsible when dealing with our organization's finances, products, partnerships, and public image.

Protection Of Organization Property

All employees should treat our organization's property, whether material or intangible, with respect and care. Employees shouldn't misuse Organization equipment or use it frivolously and should respect all kinds of incorporeal property. This includes trademarks, copyright and other assets including intellectual property. Employees should use them only to complete their job duties. Additionally, the use of our assets for individual profit or any unlawful, unauthorized personal or unethical purpose is prohibited.

Our Deliverables

Employees must compete fairly and ethically for all business opportunities. We serve our clients, partners and stakeholders regardless of role focusing on the best interests of our service receivers. Employees involved in the delivery of services and allocation of resources must ensure that all statements, communications, and representations to services receivers are accurate, complete, and truthful. Similarly, you must not make or attempt to make any unauthorized commitments on the Organization's or our client's behalf. Do not inappropriately implicate or involve the Organization in your disputes with clients or others.

Financial Integrity and Accounting

Accurate and reliable financial and business records are of critical importance. You must not engage in any actions that could result in conveying false or inaccurate financial information to our organization or our partners, stakeholders and clients. You must ensure that all submissions you make to the organization or our partners, stakeholders and clients on our behalf are complete and accurate.

Organization Confidential Information

For any organization, its confidential information is a valuable asset and every director, employee, and agent of the organization must protect it. Confidential information includes all non-public information. It also includes personal information obtained from any source in the course of business. An important element of such protection is maintaining the confidentiality of confidential information and other proprietary information.

Responsible Social Media Usage

We expect you to comply with applicable laws and government guidelines governing social media. When using any form of social media, you must comply with this Code of Conduct. You must not disclose any confidential information about the organization or any of its employees, contractors or third-party vendors. We do not encourage you sharing and being part of any political or social propaganda on behalf of the organization.

Conflict Of Interest

We must avoid situations involving an actual or potential conflict of interest so that even the slightest doubt about our integrity is not raised. To avoid conflicts of interest and any appearance of favouritism, ensure that you do not work directly for, supervise or make employment decisions about a family member. Personal or romantic involvement with a competitor, supplier, or another employee of the organization might affect your ability to exercise good judgment on behalf of the organization. This could lead to a conflict of interest. Personal relationships and romantic liaisons between employees who are in a

manager-employee reporting structure may lead to team management challenges and reduced morale.

Always Be Professional

All employees must show integrity and professionalism in the workplace:

- Personal Appearance

All employees must follow our dress code and personal appearance guidelines.

- Corruption

Employees accepting gifts from clients or partners is not appreciated. We prohibit briberies for the benefit of any external or internal party.

- Job Duties and Authority

All employees should fulfil their job duties with integrity and respect toward clients, stakeholders, and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

- Absenteeism And Tardiness

Employees should follow their schedules. We can make exceptions for occasions/emergencies that prevent employees from following standard working hours or days. But generally, we expect employees to be punctual when coming to and leaving from work. Always keep your manager informed of your delayed reporting to work or absenteeism from work.

- Communication

All employees must be open for communication with their colleagues, supervisors or team members.

- Benefits

We expect employees to not abuse their employment benefits. This refers to time off, insurance, facilities or other benefits our organization offers.

- Policies

All employees should read and follow the organization policies. For any queries, they should ask their managers or Human Resources (HR) department.

A Good Corporate Citizen

We support and respect human rights, foster environmental responsibility and encourage our people's involvement in the communities where we work and live.

Disciplinary Actions

Our organization may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our Code of Conduct. Disciplinary actions will vary depending on the violation. Possible Consequences Include: Demotion, Reprimand, Suspension Or Termination. We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviours.

Definitions

Term	Definition
Conflict of Interest:	Conflict of interest is assessed in terms of the likelihood that staff members possessing a particular interest could be improperly influenced, or might appear to be improperly influenced in the performance of their duties.
Disciplinary Action:	a) Demotion b) Reprimand c) Suspension Or Termination for More Serious Offenses. d) Detraction Of Benefits for A Definite or Indefinite Time. e) Legal action in cases of corruption, theft, embezzlement or other unlawful behaviours.
Ethics:	The guiding values, principles and standards that enable people determine how things should be done and how they should act. Ethics refers to the judgements that people make and the process that determines those judgements. It is the process by which people make value-based decisions which ultimately guides their actions and behaviours.
Ethics Systems:	The policies, codes, management structures and processes an organisation devise to encourage appropriate behaviour, including values; codes of ethics/conduct, performance management and rewards systems, corporate governance systems including risk analysis, performance evaluation and reporting protocols, risk audits and fraud and corruption policies.
Freedom of speech	The freedom to express lawful opinions publicly, without undue restriction
Gifts, Benefits and Hospitality	<p>The term “gifts” should be used in its broadest context (for example, plaques, jewellery or an invitation to a corporate event).</p> <p>Does not include the receipt of:</p> <ul style="list-style-type: none"> • Standard promotional material distributed by an organisation, or business, free of charge, equally to all, where its primary purpose is to promote the organisation or business.
Misconduct:	<p>Misconduct means dereliction of duty or unacceptable behaviour. This includes:</p> <ul style="list-style-type: none"> • conduct which is an impediment to the satisfactory performance of the work of the employee or other employees in the organization; • failure to comply with a reasonable instruction given by a person in the line management of the employee; • behaviour that may be reasonably perceived as bullying, harassing, intimidating, overbearing or physically or emotionally threatening; • an action of the employee which is prejudicial to the health or safety of other employees or members of the public; • conduct of the employee that results in a conviction, sentence or other or- der imposed by a court which restricts the activities of an employee in a manner that constitutes an impediment to the employee carrying out their duties.