

Code of Conduct

The purpose of this Code of Conduct is to define the obligations and responsibilities that employees are expected to abide by during their service with the company.

- All company personnel should be loyal to the organization in achieving its best interests with due professional care.
- All company personnel should adhere to a minimum required level of ethical and professional behavior as directed by the management and the company's Penal Code.
- All company personnel are accountable for their actions and are subject to proper punishment (by verbal censure, written warnings, discharge from employment, or legal action, etc.) in cases of inappropriate behavior as deemed appropriate by Senior Management and in accordance with the company's Penal Code.
- All company personnel are required to adhere to and accomplish Senior Management directives and allocated tasks and duties. Work should be conducted in an atmosphere of understanding, cooperation, and due professional care.
- Whenever an employee assumes the responsibility of another employee due to absenteeism (for vacation travel, business travel, sick absenteeism, etc.), the replacement employee is required to accomplish the job of the original employee in a professional, responsible, and competent manner.
- All company personnel are required to inform the **HR Function** of any changes in their personal or family status. Such changes include: social status, change in address, change in telephone numbers, and change in marital status. Communication in this regard must be in a written format and delivered within a maximum of one week from the date of such a change.
- All company personnel and their spouses are to refrain from receiving and accepting rewards and demonstrations of hospitality which are not in keeping with the norms of social life within the context of the concerned country.
 - Gifts of nominal value are acceptable and must be reported to the **Direct Manager**.
 - The nominal amount will vary based on the cultural and social norms of the concerned country.
- All company-contracted vendors shall provide to the company, at the company's request, a disclosure of organizational, financial, contractual or other affiliations with any organization that has interests that may substantially affect the contracted relationship.
- Employees must be sensitive to activities, interests or relationships that might interfere or appear to interfere in the company-vendor relationship. Employees should disclose any real or perceived conflicts of interest, which include but are not restricted to the following circumstances:

- A family member, close friend or other person with whom a close personal relationship exists and who is employed by, or has an interest in, a vendor. In cases where a relationship with a vendor does exist, the **CEO** must be informed and must approve such a transaction.

- Former employees of the company who have not completed 12 months since their departure from the company should not be contracted without the **CEO** being aware of, and approving, the transaction.

- Travel/conferences offered by the vendor and which are believed to be of a valid business concern must first be disclosed to and approved by the **CEO**.

- All company personnel are prohibited from using company office space, machinery, supplies, stationery, and company publications for personal purposes.

- Smoking is prohibited in any and all parts of the office building and will not be tolerated inside the office premises. Designated smoking areas are provided outside the office building and should be used accordingly by those members of the staff who are smokers.

- The company's surroundings should always reflect a professional appearance. All employees are personally responsible for keeping the area around their workstation clean and presentable. Clean up spills, drips and leaks immediately to avoid slips and falls. Place trash in the proper receptacles.

- The company is located in a restricted industrial zone, and gate passes will only be issued to authorized visitors. Employees are responsible for the conduct of their guest. All visitors must enter through the security reception area and receive a visitor badge. The supervisor should be notified of any unauthorized visitor immediately.

- All senior company personnel are prohibited from taking advantage of having subordinates assume responsibilities and spend time in accomplishing their personal needs during or after official working hours.

- All company personnel are prohibited from being employed by other companies, authorities, institutions, and the like during personal vacation time.

- In case of non-compliance with the above policies, all employees are subject to the company's Penal Code and related measures as cited in the Employee Relations & Penal Code guides.

- Internet usage: Employees who have access to computers have access to the internet, including the use of electronic mail and the World Wide Web. It is the responsibility of each employee to use this resource responsibly and respectfully.

- If an employee is found spending excessive time on the internet for personal use, then this privilege may be revoked for that employee.

- Email usage: The company email address provided for each employee is only to be used for professional communication. The language used in email communication must be respectful and carefully chosen so as to avoid any confusion in the meaning of the message.

- Telephone usage: Phones provided at work stations are to be used only to conduct company business. During working hours cell phones are to be kept on "Silent mode" or "Vibration mode" or on the lowest ring volume so that when ringing, it will not disturb those around you. Personal calls should be kept to a minimum during working hours unless in cases of emergencies.