

## CODE OF CONDUCT AND ETHICS POLICY

### 1. Core Values

Integrity, Respect, Accountability, Compliance.

### 2. Standards of Conduct

- Ethical Business: No bribery, kickbacks, or fraud.
- Conflict of Interest: Disclose any outside business interests or family in the company. Hiring relatives in direct reporting line is prohibited.
- Side Hustles: Freelancing allowed only affecting work and not for competitors.
- Confidentiality: Do not disclose sensitive company data (trade secrets, client lists).

### 3. Workplace Behavior

- Respectful Workplace: Zero tolerance for bullying or discrimination.
- Professionalism: Maintain decorum in communication and dressing.
- Social Media: Do not represent personal views as company views.

### 4. Gifts Policy

- Nominal gifts (diaries, chocolates) < \$50 allowed.
- Cash gifts strictly prohibited.
- Report all gifts to HR.

### 5. Reporting Violations

- Whistleblower policy protects reporters.
- Contact [ethics@company.com](mailto:ethics@company.com).