

# **Family Business Code of Conduct**

## **Preface**

The purpose of this Code of Conduct is to establish the ethical and professional standards that all partners, officers, and employees of our Family Business shall adhere to.

A commitment to the highest standards of professional and ethical conduct is fundamental to the success and sustainability of our Family Business.

This Code of Conduct, which outlines the rules that connect the Company's values and principles to professional standards and clarifies the ethics of the business and its employees, aims to foster a positive culture within our family business.

## **1. Basic Principles**

1. Integrity: We commit to honesty and integrity in all our dealings and decisions.
2. Respect: We respect all individuals, both inside and outside the Company, and treat everyone with dignity and fairness.
3. Responsibility: We take responsibility for our actions and work diligently to achieve our goals.
4. Transparency: We strive for clarity and authenticity in all our communications and measures.
5. Professionalism: We work with skill and diligence, always striving to enhance our performance.

### **1. Integrity and Honesty in Workplace:**

- All partners, officers, and employees shall conduct themselves with honesty and integrity in all dealings.
- Conflicts of interest that may influence business decisions shall be avoided.

- Any violations of the Code of Conduct or unethical behavior shall be reported.

## **2. Interactions with Colleagues and Clients:**

- All individuals shall be treated with respect and dignity, without discrimination or bias.
- Confidential information pertaining to the Company, colleagues, and clients shall be protected.
- The highest quality of service shall be provided to clients, and efforts shall be made to resolve any issues or complaints efficiently.

## **3. Compliance with Laws and Regulations:**

- All applicable local and international laws and regulations governing the Company's operations shall be adhered to.
- The Company's internal policies and procedures shall be followed.

## **4. Financial Integrity:**

- The Company's financial resources shall be managed responsibly and with integrity.
- Accurate and reliable financial reports shall be prepared in accordance with generally accepted accounting principles (GAAP).

## **5. Health and Safety:**

- All health and safety standards in the workplace must be adhered to.
- Any health or safety hazards shall be reported immediately upon discovery.

## **6. Professional Development:**

- All employees shall strive to develop their professional skills and knowledge.

- The Company shall provide support and guidance as necessary to new employees and subordinates.

## **7. Environment and Social Responsibility:**

- The Company shall operate in a manner that respects the environment and minimizes negative impacts.
- The Company shall participate in community initiatives and corporate social responsibility programs.

## **2. Monitoring Adherence to the Family Business Code of Conduct:**

The Code of Conduct may only achieve its intended purpose when there is consistent monitoring of adherence by all partners, executives, and employees of the Family Business.

The Family Business shall therefore monitor the implementation of its Code of Conduct to determine whether its policies are being applied in a manner consistent with the ethical values enshrined herein.

Adherence to a code of conduct enhances the performance of the Family Business by aligning ethical principles with its strategic objectives. A key factor in the success of a code of conduct is the establishment of a mechanism for reporting violations, ensuring the continued operation and growth of the Family Business.

The Code of Conduct shall be distributed to all partners, executives, and employees, either in hard copy or electronically, to ensure that everyone in the Company is fully aware of and adheres to the underlying values stipulated herein.

The importance of adhering to the ethical values enshrined herein shall be emphasized at the highest levels of the Family Business, and the Code shall be publicly announced upon its issuance.

The Code of Conduct shall be consistently and equitably applied to all partners, executives, and employees of the Family Business without exception, ensuring the embedding of these ethical values.

### **3. Updating the Code of Conduct:**

The Code of Conduct shall be treated as a living document to ensure that it addresses all behaviors, ethics, and core values relevant to the Family Business.

The Code of Conduct shall be updated regularly to accommodate regulatory and legal changes in the business environment.

An outdated code of conduct quickly loses its relevance and value. Regular updates to the Family Business Code of Conduct reflect a renewed commitment by all partners, executives, and employees to upholding the Company's core values.

## **Conclusion**

Adherence to this Code of Conduct is not merely a legal obligation but also a moral commitment that reflects our values and principles. We expect all partners, executives, and employees to abide by these standards and contribute to creating a positive and productive work environment, thereby fostering the growth and longevity of the Family Business across generations.