



ANNUAL CODE OF CONDUCT

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This code of conduct specifies the basic standard of conduct and company policy that all employees must adhere to, as well as company matters such as benefit acceptance and conflicts of interest in connection with their official duties.

FOLLOWING ARE THE IMPORTANT POINTS

1. We provide equal opportunities for all our employees and all eligible applicants for employment in our company. We do not discriminate unjustly for any reason, race, caste, religion, color, marital status, gender, sexuality, orientation, age, nationality, ethnic origin, or disability.
2. When recruiting and promoting our employees, our decisions will be based solely on performance, merit, competence and potential.
3. Always act professionally, honestly and ethically when representing the company.
4. Promptly report concerns about possible violations of laws, and regulations. When concerns are raised, employees in team leads and other management positions are expected to:
 - a. Listen to understand
 - b. Take concerns seriously
 - c. When appropriate, contact internal resources to investigate
 - d. Take any appropriate action in response to the findings of the investigation
 - e. In a timely manner, follow up with the employee that raised the concern

5. Complete all required employee trainings in a timely manner and keep up-to-date on current standards and expectations.
6. We respect the right to privacy of our employees. As long as such behaviour does not interfere with their performance, create conflicts of interest, or adversely affect us, we have no concerns about their behaviour outside of our work environment.
7. Never ask or put anyone under pressure to do something illegal.
8. Do not create misleading impressions in any advertising, marketing or presentations.
9. We shall not compromise safety in the pursuit of commercial advantage. We shall strive to provide a safe, healthy and clean working environment for our employees and all those who work with us.
10. Our employees shall use all company assets, tangible and intangible, including computer and communication equipment, for the purpose for which they are provided and in order to conduct our business. Such assets shall not be misused. We shall establish processes to minimize the risk of fraud, and misappropriation or misuse of our assets.
11. Some serious violations of the Code that may result in termination including:
 - i. Use of alcohol inside office premises
 - ii. Acts or threats of violence
 - iii. Accessing or storing sexually suggestive or explicit materials using company assets, including computers, mobile phones or other electronic devices
 - iv. Falsification of company records
 - v. Threatening, abusing or assaulting any supervisor or co-worker.
 - vi. Continuous absence without information and without satisfactory cause
 - vii. Habitual neglect of work
12. We do not tolerate prohibited drugs and substances from being possessed, consumed or distributed at our workplaces, or in the course of company duties. If you have witnessed such a case, please inform the person concerned.
13. Employees must never request or ask a user for their password and they must not observe a user entering their password.
14. Avoid the use of public file hosting services (such as Dropbox, SkyDrive, iCloud, Amazon Cloud Drive) to backup or store other employment information and documents.
15. Do not forward customer or employment information to personal mail.

16. Do not use non-official email address for communication or testing purposes.
17. Do not take data outside of client environment without the client's approval.
18. Do not use public vulnerable network connection.
19. Our dealings with our customers shall be professional, fair and transparent.
20. Do nothing in your private or public pursuits which will bring your profession to disrepute.
21. If you are unable to report to work for any reason, you must contact your supervisor before the start of your work period. Also, check with your supervisor to see if your department has additional call-in requirements.
22. You may not bring, carry, store, or use any type of weapon on campus.
23. If you author an article or other published material about your employment activities, get approval from your management before publication.
24. Staff who misuse their official position for personal gains or to favour their relatives or friends are liable to disciplinary action or even prosecution.
25. We provide clear direction, lead change, and celebrate success.
26. You may participate in the political process at any level of government, provided that your involvement does not interfere with your work or the effectiveness of your position. Ensure that any political activity does not place you in a conflict-of-interest situation with our company.
27. Employees are not allowed to discuss their compensation package to anyone nor shall be permitted to discuss the compensation of any other employees to others. Failing to adhere to the Code could cause the most severe consequences including termination of employment.
28. People who try to deceive the company by not returning the company assets or misusing them after resignation will face legal action.
29. Employees should maintain and protect the confidentiality of any information or data to which have access, regardless of the method used to retrieve or display it.

Declaration

I _____ have read and agree to abide by the Code of Conduct Policy of ClaySys Technologies.

Date

Signature.