



CODE OF CONDUCT




“ARCHETYPE CODE OF ETHICAL CONDUCT”

2020

Process Employees Duties and Responsibilities

Procedure Employee Code of Conduct and Ethics

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Contents

AN EPISTLE NOTE FROM THE GENERAL DIRECTOR	3
ARCHETYPE’S STANDARD OF CONDUCT	4
OUR BUSINESS RESPONSIBILITIES	6
---- OUR MANAGEMENT RESPONSIBILITIES:	6
---- OUR COMMITMENT TO OBEY THE LAW AND THE CODE:.....	6
---- OUR COMMITMENT TO DOCUMENT RETENTION:	6
---- OUR COMMITMENT TO ACCURATE FINANCIAL RECORDS:.....	6
OUR RESPONSIBILITIES TO EMPLOYEES.....	7
---- OUR COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY:.....	7
---- OUR COMMITMENT TO NON-DISCRIMINATION AND NON-HARASSMENT:.....	7
---- OUR COMMITMENT TO SET AN APPROPRIATE STANDARD:.....	8
---- OUR COMMITMENT TO EMPLOYMENT LAWS:	8
---- OUR COMMITMENT TO HUMAN RIGHTS:.....	8
---- OUR COMMITMENT TO OCCUPATIONAL SAFETY AND THE ENVIRONMENT:	8
---- YOUR RESPONSIBILITIES FOR MAINTAINING A SAFE WORKPLACE:.....	9
OUR EXPECTATIONS FOR EMPLOYEES.....	9
---- YOUR RESPONSIBILITY FOR THE APPROPRIATE USE OF COMPANY EQUIPMENT:.....	9
---- YOUR RESPONSIBILITY TO MAINTAIN CONFIDENTIALITY:	9
---- YOUR RESPONSIBILITY TO REFRAIN FROM INSIDER TRADING:.....	10
---- YOUR RESPONSIBILITY TO AVOID CONFLICTS OF INTEREST:	10
---- YOUR RESPONSIBILITY TO PUBLIC STATEMENTS:	11
OUR LEGAL OBLIGATIONS AND RESPONSIBILITIES TO THIRD PARTIES:	11
---- OUR COMMITMENT TO COMPLIANCE WITH THE LAW:	11
---- OUR COMMITMENT TO FIGHT CORRUPTION:	11
---- OUR COMMITMENT TO FIGHT MONEY LAUNDERING:.....	13
---- OUR COMMITMENT TO OUR CLIENTS/CUSTOMERS:	13
---- OUR COMMITMENT TO FAIR DEALING WITH VENDORS/CONTRACTORS/SUPPLIERS:	13
OUR SUPPORT FOR YOU: INVESTIGATIONS AND ANTI-RETALIATION	13
---- YOUR RESPONSIBILITY TO REPORT VIOLATIONS:.....	13
Q&A’s:	17

The Archetype Code of Ethical Conduct (CoEC) applies to all Archetype Group of Companies employees, officers, directors, and collaborators everywhere the Archetype Group of Companies does business.

AN EPISTLE NOTE FROM THE GENERAL DIRECTOR



Pierre-Jean Malgouyres
(General Director-Group)

“PROPELLING ETHICS THROUGH P-I-E-C-E”

Archetype Group’s Code of Conduct, Propelling Ethic through P-I-E-C-E, establishes our essential commitment to ethical business conduct and business transparency with a defined and vibrant ethical code for employees within the Group. This commitment to ethical behavior encompasses our responsibility to facilitate a positive impact on our clients, our collaborators and the global community in which we operate. The senior governance team, including myself, have vowed the Group to the following shared values: Proactivity – Integrity – Excellence -- Creativity – Entrepreneurship with honesty, accountability and ethics. These shared values are embraced throughout the Group in every business dealing and with every relationship we have with clients, colleagues, suppliers and any third party. These standards are important and align directly with Archetype Group’s core commitments to: Quality, Safety and Integrity. As we reflect on the fine legacy of Archetype, there are many achievements and milestones during the past years. But you can’t pin down the date we earned the trust of our clients and those that we do business with, because it didn’t happen in a day and instilled trust and honesty has brought Archetype on the path of sustainable development.

Our newest Code of Conduct has been updated to meet the challenges in the evolving consultancy and construction industry. It is made to act as a useful tool to continue encouraging employees’ ethical and honest behavior. It is important that each member of the Archetype Group community is aware of the guidelines and policies with the Code of Ethical Conduct so they can represent our shared values when making decisions affecting the company. When encountering misconduct in any form, it is important to speak up and follow the procedure outlined in detail within the Code of Ethical Conduct. If you are unsure about a situation, the procedure offers a variety of options to be heard, among those options is our Decision Tree. Our corporate culture of open communication, safety and responsibility maximizes the ability for all employees to follow all Archetype Group policies and standards in the Code of Ethical Conduct.

ARCHETYPE'S STANDARD OF CONDUCT

Though this Code applies to everyone, the General Director, Managing Directors, Technical or Operational Directors/Managers, Finance Directors/Managers, heads of department, and other senior managers or officers are under heightened responsibilities to report violations. These officials will bring to the attention of the Group HR Director:

- Significant deficiencies in the design or operation of internal controls that impact the Company's ability to record, process, or report financial data.
- Any fraud (material or not) that involves management or employees with significant financial reporting or internal controls obligations.
- Any material violation of law and/or this Code.

ETHICAL DECISION MAKING:

The *Archetype CoEC* provides for a decision tree parameter, for each employee to act prudently at any given situation in the favor of organizational ethics, goal and individual resolution. It firmly expects our employees to perform with utmost integrity with a high level of ethical responsibility. The code characterizes the way Archetype does business.

IF SOMETHING DOES not "FEEL RIGHT", DON'T GUESS – ASK FOR GUIDANCE!!

OUR STANDARDS OF CONDUCT:

In conjunction with this Code, the Archetype Group of Companies:

- Provides workplace training through Archetype academy on its ethics and compliance standards;
- Provides employees or third parties with the opportunity to report concerns about possible violations of the code or Policies or to seek guidance on ethics and compliance matters;
- Keep reports confidential to the extent reasonably possible;
- Strictly prohibits retaliation against those making good faith inquiries/complaints;
- Conducts professional investigations, takes remedial action and imposes discipline for violations, as appropriate.

OUR OBJECTIVES:

The Archetype group embraces the “P-I-E-C-E” value, its team leading by Proactivity – Integrity – Excellence -- Creativity – Entrepreneurship.



The Archetype CoEC strives to achieve the below objectives for sound and sustainable growth:

- Conduct business with honesty, respect & integrity.
- Follow the letter and spirit of the law.
- Treat each other, clients, and all third parties fairly.
- To put people at the heart of our strategic development and create conditions for everyone to reach her/his full potential.
- Do business in a transparent manner.

**“BE PATIENT AND COURTEOUS – BE INCLUSIVE – BE CONSIDERATE – BE RESPECTFUL
– CHOOSE WORDS CAREFULLY – OUR DIFFERENCES CAN BE OUR STRENGTHS – TO
QUESTION ONESELF RATHER THAN DISAPPROVING CRITICISM”**

WHAT ARE YOUR RESPONSIBILITIES – RULES UNDER THE CODE:

Each employee at every level is expected to follow and implement certain rules considering the below framework:

- Understanding the Code and our compliance policies and abiding by their requirements.
- Seeking guidance if you are unsure about legal or ethical issues.
- Reporting any suspected violations to an appropriate Company individual, depending on the circumstances, this may be the Group Director of Human Resources.
- If you have a management role, setting a good example and maintaining a strong ethical tone.
- Using good judgment and taking responsibility for your actions.

DISCIPLINE FOR VIOLATIONS:

Disciplinary actions may be taken for:

- Authorizing or participating in actions that violate the Code.
- Concealing a violation of the Code.
- Refusing to cooperate in the investigation of a violation of the Code.
- Failing to detect or report a subordinate's violation of the Code, if such failure reflects inadequate supervision or lack of oversight.
- Retaliating, directly or indirectly, against an individual for reporting a violation of the law or the Code.

POLICY DISTRIBUTION AND TRAINING:

The HR Department will provide this Code to personnel upon joining the Company. You will be asked to review our core compliance policies half yearly via our intranet, certify you understand their terms and are not aware of any violations, and receive refresher training. You may be notified if you require specialized training.

OUR BUSINESS RESPONSIBILITIES

---- OUR MANAGEMENT RESPONSIBILITIES:

Those in leadership roles must avoid unethical conduct. All Managers must ensure employees are familiar with this Code and are applying it. Each Manager must, for each direct report: 1) distribute the Code; 2) ensure they participate in appropriate compliance training; 3) ensure they certify in writing as to having read the Code, having understood it and agreed to comply with it; 4) receive training; and 5) maintain a workplace environment ensuring compliance.

---- OUR COMMITMENT TO OBEY THE LAW AND THE CODE:

At the time of employment, each employee shall agree in writing to comply with the Code. The Company will require employees to confirm compliance with the Code on a half yearly basis. Such agreements, as well as compliance with the Code, are conditions of employment. If you violate the Code, you will be subject to disciplinary action, up to and including termination of employment, to the extent such discipline is consistent with the applicable and local law.

---- OUR COMMITMENT TO DOCUMENT RETENTION:

You must maintain records according to applicable laws and record retention schedules. You should not destroy or alter records relevant to pending or threatened litigation, investigation, or government request.

---- OUR COMMITMENT TO ACCURATE FINANCIAL RECORDS:

Compliance with accounting policies and procedures is always required. Employees with control over Company assets and transactions must handle them with strictest integrity.

The Company maintains internal controls to ensure transactions are properly authorized, assets safeguarded, and financial records reliably maintained. All books, records, accounts, and financial statements must be maintained in reasonable detail, appropriately reflect transactions, and conform to applicable legal and accounting requirements.

To meet these standards, you are required to maintain accurate, complete, and honest records. You cannot make false, misleading, or fictitious entries, or maintain unrecorded funds or assets such as “slush funds.” If you are not sure whether a transaction is legitimate, or how to properly account for the expense or transaction, you must ask your supervisor or the Corporate Finance Department.

In addition to these responsibilities, you must:

- Not make false or misleading entries in the Company’s books, including inaccuracies by omission.
- Never alter, destroy, or conceal Company records, except as authorized by established policies and procedures.
- Observe Company administrative and accounting procedures.
- Cooperate with any requests for documentation or information from any internal or external auditor.
- Immediately report any information concerning unrecorded, misrepresented, or falsified records.

You must help ensure the accurate, timely, and complete reporting of all business information. This reporting includes costs, sales, shipments, time sheets, vouchers, bills payroll and benefits records, regulatory data, testing data, requests for disbursements and reimbursements, and other information and documentation.

OUR RESPONSIBILITIES TO EMPLOYEES

---- OUR COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY:

Maintaining a top caliber workforce requires that everyone have an equal opportunity. We give all qualified individuals equal employment opportunities, without regard to race, color, national origin, ancestry, citizenship status, religion, sex, reproductive status (including pregnancy, childbirth, or related medical conditions), age, disability, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by law. This applies to all employment decisions, including recruiting, hiring, tenure of employment, and terms and conditions of employment.

---- OUR COMMITMENT TO NON-DISCRIMINATION AND NON-HARASSMENT:

Diversity is an asset at the Archetype Group of Companies. We are committed to providing a work environment where employees are evaluated based on abilities and quality of work. We do not tolerate harassment, psychological or physical abuse, or physical coercion, including indecent or threatening gestures, abusive tone or language, or undesired physical contact. The Company prohibits offensive racial, ethnic, religious, age-related, or sexual jokes or insults, distributing or displaying offensive pictures or cartoons, or using voicemail, email, or electronic devices to transmit derogatory or discriminatory information.

The Company does not tolerate unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature. The Company also does not tolerate workplace violence or threats.

---- OUR COMMITMENT TO SET AN APPROPRIATE STANDARD:

The Company expects its management team members to conduct themselves with professionalism at all times. If you feel you have experienced or witnessed discrimination or harassment, you should immediately report the conduct to your supervisor or the Group Director of Human Resources. The Company will promptly review all reports and conduct a follow-up investigation, if appropriate.

---- OUR COMMITMENT TO EMPLOYMENT LAWS:

We comply with all applicable employment laws, including those for working conditions, salary, hours, breaks, freedom of association and benefits.

---- OUR COMMITMENT TO HUMAN RIGHTS:

We respect the human rights of our employees and our various stakeholders and are committed to supporting their protection and preservation throughout our global operations by complying with all human rights laws and regulations that apply to us.

We provide fair working conditions for our employees and will not engage in activities or deal with third parties, in our supply chain or otherwise, that encourages human rights abuses or that support trafficking in persons or the use of child labor or forced labor.

---- OUR COMMITMENT TO OCCUPATIONAL SAFETY AND THE ENVIRONMENT:

Workplace safety is of vital importance throughout our Company.

It is our policy to:

- (1) provide employees with a place of employment that is free from recognized hazards;
And
- (2) Comply with all applicable safety laws and regulations.

The Company will:

- Comply with all applicable safety laws and regulations.
- Emphasize safety and health in the workplace and in its services.
- Apply reasonable standards of conduct based on leading international business practices, in the absence of laws or regulations.
- Respect the environment of the communities in which it operates.

We are committed to conserving natural resources, recycling, safe use and disposal of hazardous materials, and minimizing the Company's environmental footprint.

---- YOUR RESPONSIBILITIES FOR MAINTAINING A SAFE WORKPLACE:

Safe work practices are just as much a part of your job as is doing your work properly. You should learn and obey all of the Company's safety rules and guidelines. You must promptly report any violations of safety rules or guidelines to your immediate Supervisor.

The Company does not tolerate substance abuse or intoxication on the job. You are required to perform your responsibilities safely and productively, free from intoxication.

OUR EXPECTATIONS FOR EMPLOYEES

---- YOUR RESPONSIBILITY FOR THE APPROPRIATE USE OF COMPANY EQUIPMENT:

You must protect the Company's assets and ensure their efficient and lawful use in furtherance of legitimate business purposes. You must use good judgment so the equipment is not misused, stolen, wasted or damaged. You should report any suspected fraud, theft, or improper use of corporate assets to your immediate Manager or the HR head or to the Group Director of Human Resource.

You are responsible for appropriate usage of our computer resource and systems, including software, mobile devices, email systems, and internet usage. You must not use our systems to access inappropriate content. Our computer systems are not provided for personal use and, therefore, all records created with them are Company property. You have no right to, or reasonable expectation of, privacy for the use of company computer systems, including any emails generated using our equipment or systems, except to the extent that local law protects such data.

---- YOUR RESPONSIBILITY TO MAINTAIN CONFIDENTIALITY:

Protection of the Company's proprietary information and intellectual property rights is critical to our success. Intellectual property rights include patents, trademarks, and copyrights. You must protect our confidential information and intellectual property.

Confidential information is an asset of the Company and may only be used for legitimate and approved business purposes. Confidential information also includes information that suppliers, clients, and business partners have entrusted to the Company. You are responsible for maintaining the confidentiality of non-public information about the Company, its business partners, and its clients.

Examples of confidential information include but are not limited to:

- Actual, estimated, or interim earnings, cash flows, or capital spending.
- Consultancy data, utilization rates, and changes in major operations.
- Actual or potential mergers, joint ventures, or acquisitions.
- New marketing campaigns, Company initiatives, and significant contracts.

- All legal proceedings, especially major litigation, governmental investigations, criminal actions or indictments.
- Trade secrets, technical knowhow, and technological developments.
- Product design.
- Confidential employee information.
- Contractor's bid in tenders for construction

Only designated spokespersons are authorized to disclose confidential information.

You should never disclose to anyone outside of the Company (other than, as appropriate, its auditors or advisors), any Company information that has not been disclosed to the public through an authorized channel. This includes sharing confidential information, anonymously or otherwise, through internet blogs or chat sites.

You should always take precautions to keep confidential information from being inadvertently disclosed. Use discretion when leaving documents on desks and due care when sending emails or sending documents by other means.

---- YOUR RESPONSIBILITY TO REFRAIN FROM INSIDER TRADING:

The use of confidential information for personal financial benefit, such as to trade in stocks or bonds of business partners, or to "tip" others who might make an investment decision on the basis of this information, is unethical, illegal, and prohibited.

---- YOUR RESPONSIBILITY TO AVOID CONFLICTS OF INTEREST:

Each employee has a duty to complete and unflagging loyalty to the Company. You may not directly or indirectly benefit from your position as an employee to your private gain. Two factors determine whether a conflict of interest exists:

- (1) whether you are, or could be, in a position to influence the Company's relationship with a competitor, supplier, or client; and
- (2) whether your judgment could be affected as it relates to a competitor, supplier, or client.

The following are examples of situations that can create a conflict of interest:

- Having ownership in, being a lender to, or having an employment or consulting relationship with a client, supplier, or competitor.
- Serving as an officer, director, or board member of a client, supplier or competitor, unless approved in writing by senior management.
- Engaging in outside employment or other activities that could interfere with your ability to do your job.
- Taking actions to favor the interests of your family member, friend, or relative.

You should report all suspected conflicts of interest to your immediate Manager or Human Resource Head or Group Director of Human Resources based on the situational requirement. An exception may be granted when it is in the Company's best interests, and potentially subject to conditions to mitigate any conflict, such as procedural safeguards, removal of an employee's discretion in the area of conflict, or reassignment of job responsibilities.

---- YOUR RESPONSIBILITY TO PUBLIC STATEMENTS:

The public image of the Archetype Group is of the utmost importance to our business relationships, and the relationships with our clients, suppliers and other stakeholders.

The General Director and the Marketing and Communication Director/Manager are the only persons authorized to make public statements on behalf of the Archetype Group. From time-to-time the General Director may delegate to another senior manager the ability to make public statements on behalf of the Archetype Group. Public statements include any statement regarding the general company performance, organizational operations or business relationships made to a media outlet, business chamber, conference or any other public domain.

From time-to-time certain employees may be called upon to provide media interviews in relation to projects they are working on. In this case, the employee is to ensure they talk about the project, and to refrain from making statements regarding other organizational matters.

OUR LEGAL OBLIGATIONS AND RESPONSIBILITIES TO THIRD PARTIES:

---- OUR COMMITMENT TO COMPLIANCE WITH THE LAW:

Compliance requires understanding legal requirements. Although this Code summarizes key legal requirements, there is no substitute for inquiring where the correct way to proceed is not clear.

This Code represents the minimum conduct required to achieve high ethical standards. If local law conflicts with this Code, you must comply with the law. If local customs differ from this Code, you must follow the Code. Questions on resolving conflicts should be directed to your immediate Manager or Human Resource Head or Group Director of Human Resource.

---- OUR COMMITMENT TO FIGHT CORRUPTION:

ANTICORRUPTION

Giving or receiving, or in some countries even offering or promising, of anything of value, including kickbacks, bribes, undisclosed commissions, or other improper payments, in order to receive in return a benefit for the Company, for our clients, or for him/herself, is contrary to Company policy and to the laws of the countries where the Company operates and therefore strictly forbidden.

To prevent such illegal and reprehensible actions to ever occur, the Company conducts business with the highest level of integrity and in full compliance with all applicable anticorruption laws and all other applicable laws governing the payment or receipt of bribes. These laws prohibit the corrupt payment of anything of value to any person (including government officials and private persons) to obtain or retain business or to secure an improper business advantage.

Should a collaborator of the Company be illegally solicited, or become aware of illegal solicitation, must immediately report such.

On the known sensitive Permitting process, to prevent any ambiguity and risk, our role in such process must at all time remain strictly limited to 1) preparing all required technical documents to apply for a permit, and 2) answer to any technical query. The Company and its collaborators must NEVER accept to file permit documents directly or discuss any non-technical aspect of the client's project with third parties.

Employees involved in a tendering process must prevent any action and situation which may give rise to an expectation of some favored treatment from or by any tendering party.

In appropriate circumstances, the exchange of business courtesies, such as gifts, meals, entertainment, and travel, can help strengthen business relationships and further business objectives. In most cases, you may be permitted to give or receive business courtesies if they are of modest value and are not given in expectation of, or as an award for, obtaining or retaining business, however at all times such conduct must be consistent with this Code. Notwithstanding the preceding sentence, any and all courtesies, including without limitation, gifts, entertainment and travel, for public officials or their representatives/agents must be preapproved by the Country Managing Director or the General Director of the Group.

A record log of gifts, entertainment and hospitalities(GEH) received or offered must be maintained at all time defining the: (a)GEH received; (b) the Value of GEH, (c)Date of receipt;(d) Name of receiver; (e) Name from whom received and other details as may be required to transcript the data in the most accurate manner. Such record must be kept up to date by the local HR Manager, with the review and validation by the Managing Director of the entity.

In addition to the value restrictions, you should never give cash or a cash equivalent (such as a gift card), provide any gift or entertainment that might tarnish the reputation of the Company, or give any business courtesy that would appear to influence the recipient's ability to act in the best interest of his or her company or the government for which they work.

Bi-annually, employees are reminded through the intranet about their adherence to the Code of Ethics and its principles and rules. No Archetype employee will be able to access the Company's intranet and Information Systems until he/she has reviewed and acknowledged again the Code.

---- OUR COMMITMENT TO FIGHT MONEY LAUNDERING:

Money laundering involves taking the proceeds of illegal activities and transferring them through legitimate businesses to conceal their illegal source. To ensure compliance with anti-money laundering laws, you should know Company suppliers, clients, and other third parties with whom the Company does business, watch out for payments from unexpected or unusual sources (especially large cash payments), or any requests to hide the trail of a financial transaction or the source of funds. You should contact your Human Resource Head or the Group Director of Human Resource regarding suspicious transactions.

---- OUR COMMITMENT TO OUR CLIENTS/CUSTOMERS:

We are committed to providing clients with accurate, fair and lawful information to help them make informed dealing decisions.

---- OUR COMMITMENT TO FAIR DEALING WITH VENDORS/CONTRACTORS/SUPPLIERS:

We select business partners whose values and business practices are compatible with our own high standards. Consultants, agents and other representatives of the Company must conduct themselves in accordance with relevant laws.

OUR SUPPORT FOR YOU: INVESTIGATIONS AND ANTI-RETALIATION

---- YOUR RESPONSIBILITY TO REPORT VIOLATIONS:

You are expected to report any violation of:

- (1) this Code;
- (2) Company policies, rules, and procedures;
and
- (3) any laws or regulations that apply to your Company dealings.

REPORTING BREACHES OF THE CODE:

If an employee or collaborator becomes aware of a breach of this Code, the following procedure will occur:

- They must immediately report the breach to the Managing Director of the relevant subsidiary.
- A complaint or notification of an alleged breach of this Code of Conduct must be made in writing and contain details about the date, time and nature of the alleged breach, and should also include any supporting material.
- Upon receipt of the notification, the Archetype Group will launch a prompt and thorough investigation into the allegations of the breach of the Code of Conduct. The investigation will determine what action is required.
- Unless there are legal reasons that prevent such, the employee/collaborator that made the notification will be informed of the outcome of the investigation.
- As part of the Archetype Group's commitment to fairness and natural justice, the employee/collaborator about whom the complaint is made will also be informed of the outcome of the investigation, unless there are legal reasons preventing this.
- Employees/collaborators found to have engaged in conduct that is not considered acceptable under the terms of this Code will face disciplinary action, or immediate termination of employment, in accordance with the Performance Management and Discipline Policy and the Termination of Employment Policy.
- If unsatisfied with the outcome of the investigation, the employee/collaborator making the complaint may have the matter referred to the General Director for consideration.
- Employees/collaborators may, at any time, discuss a matter, or seek advice on how to proceed with a matter, in confidence with the Managing Director of their subsidiary or the Director of Human Resources, or any other Director of the Archetype Group.

When you report violations, the Company will conduct a prompt investigation appropriate to the circumstances. We maintain confidentiality to the extent practicable and consistent with the Company's need to undertake a full investigation.

You may report potential violations (clearly marked "**confidential**") in writing to:

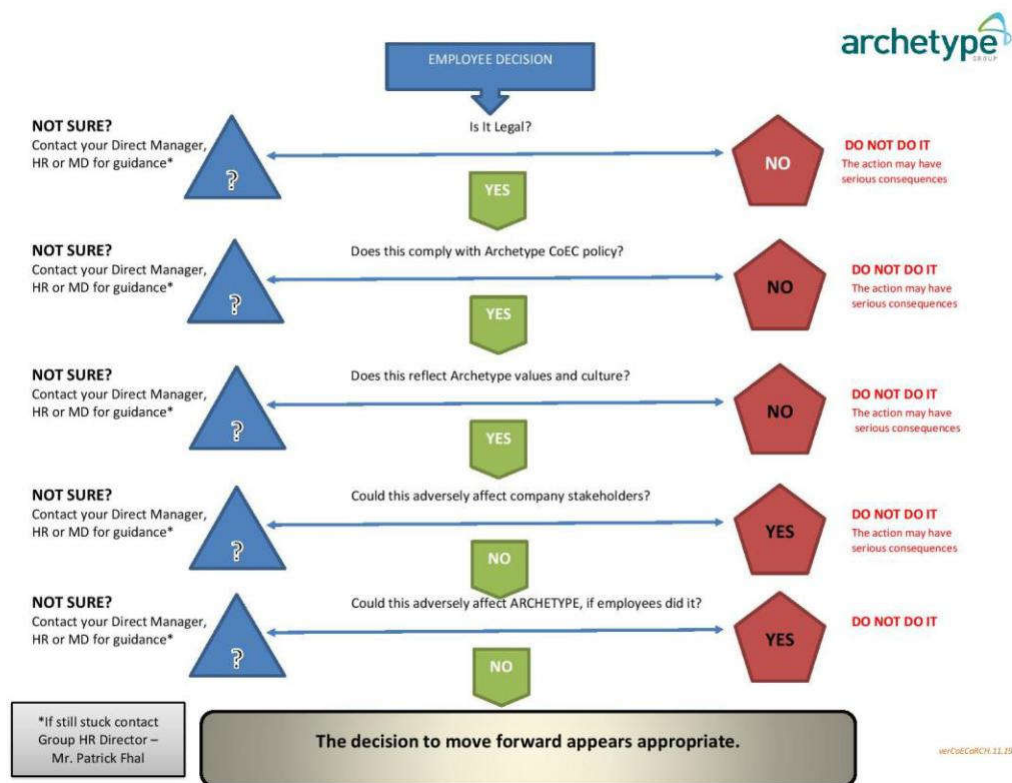
**Group Director of Human Resource
Archetype Group
09th Fl., 09 Doan Van Bo Street, Ward 12,
District 4, Ho Chi Minh City, Vietnam**

Or by sending an email to **compliance@archetype-group.com** using an outside e-mail account that does not reveal their name (there are many free services such as Gmail, Hotmail, etc.).

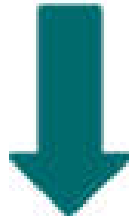
There will be no retaliation for good faith reporting of actual or possible violations of the Code. Such reporting may be anonymous, however employees must be aware, that anonymous reports may be more difficult to investigate. If not anonymous, the identity of the reporting employee will be kept confidential unless it must be revealed to fairly enforce or investigate this Code or to comply with legal obligations.

You do not need positive proof to make a report. Nor should you conduct your own investigation to determine if a violation has occurred. Rather, if you in good faith possess information suggesting a violation, you should report it.

We have a “Decision Tree” designed to take support when you are in doubt before you act -to be in the most favorable manner to the Company and yourself.



STILL STUCK UP WITH THE BELOW SITUATION??



Have a Look at the Q&A's for more understanding



Q&A's:

Q.1. Should I destroy a document if I think it is in the Company's best interests?

Reply – *No. No matter what the circumstances are, it will never benefit the Company to improperly or illegally destroy documents or electronic information. In the event of litigation or investigation, you will receive instructions regarding the retention of relevant information and the suspension of normal rules for archiving and deleting records.*

Q.2. On a regular basis during work hours, an employee uses his/her computer to update her personal page on a social networking.

Reply - *Although occasional use that does not interfere with job responsibilities is compatible with this Code, excessive use of the Company's computers for personal use violates the Code.*

Q.3. An administrative assistant's spouse owns an office supply firm with lower prices than anyone else's. The assistant's duties include ordering office supplies, so he/she orders them from his/her spouse's firm without asking for prior approval.

Reply - *Despite the low prices, to avoid the appearance of a conflict of interest, the Managing Director must approve the transaction in advance and in writing.*

Q.4. An Archetype Employee supervises a contractor doing renovation work for the Company / for a Client. The contractor suggests he/she could do work on the Archetype Employee's home at a deep discount/for free, if the Archetype Employee could overlook some deficiencies on the current work. The Archetype Employee declines the offer and reports the incident to his/her Supervisor.

Reply - *The employee made the correct decision. He/She realized the contractor's proposal was unethical and accepting it would be both an actual and apparent conflict of interest.*

Q.5. A Client is trying to open a new factory. A local official is holding up its application for necessary permits, but hints that hiring a relative would make the process go more quickly. The relative is very qualified. Can this hiring occur?

Reply - *Even though the employee is qualified, the fact that the hiring is a condition for approval means that it is a corrupt act.*



"A code of ethics can improve decision making at a business and make it easier for employees to be autonomous."



CODE OF ETHICAL CONDUCT: ACKNOWLEDGMENT

I hereby acknowledge that:

- (1) I have received, reviewed and understood the complete copy of the Archetype Group of Companies Code of Ethical Conduct;
- (2) I understand that my obligation as an employee is to follow the provisions of the Code;
- (3) I have not, and will not, violate the requirements of the Code; and
- (4) I am not aware of any violations of this Code that have not been reported to the Corporate HR Department, or my supervisor.

Signature: _____

Print Name: _____

Facility: _____

Country of Residence: _____

Date: _____

PLEASE RETURN THIS SIGNED ACKNOWLEDGEMENT FORM TO THE HUMAN
RESOURCES DEPARTMENT