

# Code of Conduct and Professional Ethics Policy

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Effective Date: 2025-08-15

Department: Legal & HR

## 1. Purpose

This Code of Conduct (the "Code") establishes the ethical standards and professional expectations for all employees, contractors, and representatives of NexaCore Solutions. Adherence to this Code is a condition of employment.

## 2. Workplace Behavior

### 2.1. Respect and Diversity

NexaCore is committed to a workplace free from harassment, discrimination, and bullying. We respect and value the diverse backgrounds, cultures, and perspectives of all our employees across the MENA region. Discriminatory behavior based on race, gender, religion, national origin, age, disability, or any other protected characteristic is strictly prohibited.

### 2.2. Conflict of Interest

Employees must avoid situations where personal interests conflict, or appear to conflict, with the interests of NexaCore Solutions. Any potential conflicts (e.g., holding a financial interest in a competitor, supplier, or client) must be disclosed immediately to the Line Manager and the Legal Department.

## 3. Handling Company Assets

### 3.1. Responsible Use of Technology

Company hardware, software licenses, network access, and proprietary AI model access are provided solely for business purposes. Personal use must be minimal and never interfere with job duties or compromise system security (see IT Security Policy).

### 3.2. Financial Integrity

All business records, financial transactions, and expense reports must be accurate, truthful, and properly documented. Falsification of records or misuse of company funds is a serious offense.

## 4. Anti-Bribery and Anti-Corruption

NexaCore has a zero-tolerance policy for bribery, corruption, and illicit payments. Employees must not offer, promise, give, or accept any bribes, kickbacks, or inappropriate gifts to improperly influence a business decision. Gifts or hospitality offered or accepted must be nominal in value (below **[500 AED]**) and comply with the local law and cultural norms.

## 5. Reporting Violations

Employees who observe or suspect a violation of this Code have a duty to report it immediately. Reports can be made confidentially and without fear of retaliation via the formal **Grievance Procedure Document** or directly to the Head of HR, **[Head of HR Name]**.

### **Acknowledgment:**

I have read, understand, and agree to abide by the NexaCore Solutions Code of Conduct.

[Employee Name]: \_\_\_\_\_

[Employee Signature]: \_\_\_\_\_

Date: [Date]