

CODE OF CONDUCT



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Our Framework



Our Core Values

Our Values of Respect, Collaboration, Creativity, Passion and Integrity define who we are and what we stand by.

Code of Conduct

Code of Conduct are the ethics we abide by and the standards we have set for ourselves. We expect those who work with us to set equally high ethical and moral standards for themselves.

Our Core Values



Our core values are the essential beliefs that are important to us and guide our behavior and actions at all times. They are timeless and enduring guiding principles that require no exception or justifications. They hold value to Aurelian Origins and all its employees and customers.

Our Core Values



1. **Respect:** Respect guides us in our daily interactions. We encourage our team to express their opinions. We strive to create a culture where employees are heard and valued for their ideas. It helps us to move forward in a healthy work environment.
2. **Collaboration:** We push our team to work collectively without losing their individuality. Through honest communication we build trust and share knowledge to achieve our common goal. Collaboration is the key element to get our team aligned.
3. **Creativity:** We inspire novel ideas in our team that bring originality in our work. This fuels innovation and challenges our way of thinking that ultimately leads to big ideas. Such experiments fully stimulate the team and enable them to be at their creative best.
4. **Passion:** We generate excitement through passion for what we do. With passion we nurture ideas, inspire excellence and find creative ways to eliminate obstacles. Our passion for our core purpose gives us courage to reach beyond our comfort zone.
5. **Integrity:** Integrity is the foundation of our organization. We are admired for our commitment to honesty and trustworthiness. We do the right thing, even when no one is watching. We do the right thing, even if it's the hardest thing to do.

Code of Conduct



Our Code of Conduct defines the enduring principles for all our employees. It codifies our values, making clear what is expected from our people. Through living our code, we will bring our values and purpose to life, every day in everything we do.

We conduct our business operations with trust, honesty, integrity and respect for the interests of our employees and customers. We shall similarly respect the legitimate interests of those with whom we have relationships.

The Code of Conduct provides guidelines for creating and maintaining a respectful work environment as well as directives to ensure that we fulfill our duties ethically and in line with all applicable laws.

Obeying the Law



- Aurelian Origins is required to comply with the laws and regulations of Pakistan in safeguarding human rights, employee safety and wellbeing.
- Employees must at all times comply with laws and regulations of Pakistan. Ignorance of the law is no excuse.

Our Employees



Aurelian Origins is committed to creating a working environment that promotes creativity, life-long learning and dedication. We believe in a workplace where there is mutual trust, respect for each other and no discrimination. We support the physical and mental wellbeing of our employees, ensuring healthy working environment.

We will recruit, employ and promote employees on the sole basis of their qualifications and abilities for the work required. We will provide employees with a compensation package that meets or exceeds the legal minimum standards and in line with industry standards in the markets in which we operate.

We respect the dignity of the individual and we will not use any form of forced, compulsory, trafficked or child labour.

Our Employees



We will maintain good communications with employees through official communication channels and procedures

We will keep employees informed of any changes in any policy of Aurelian Origins

We will provide transparent, fair and confidential procedures for employees and third parties to raise concerns. We will not retaliate against employees that raise issues with us.

We are committed to providing a friendly and encouraging working environment where communication is essential to resolve issues.

Our Users



Aurelian Origins is committed to providing unique and engaging games which offer an ultimate entertainment to user. Our games are in line with user guidelines and community standards.

Our Shareholders



Aurelian Origins will conduct its operations with integrity and mutual trust. We will provide timely, regular and reliable information on our activities, structure, financial situation and performance to all shareholders.

Consequences of Violation of Code of Conduct



We are committed to applying appropriate measures and sanctions for any violation of the principles in this Code of Conduct in line with our disciplinary procedure and any applicable local regulations and laws. These sanctions range from a verbal or written warning to contract termination.

We expect our team members to be aware of the company's zero-tolerance commitments set forth in this Code of Conduct.

No disciplinary action (as defined by applicable local law) will be initiated against an employee unless the allegations have been substantiated and the employee has been given the opportunity to state their case.

What Not To Do



Employees must not:

- Ignore or fail to report situations where they believe there is or may be a breach of the Code or Company Policies
- Attempt to prevent a colleague from reporting a potential or actual breach or ask them to ignore an issue
- Retaliate against any person who reports a potential or actual breach
- Discuss any potential or actual breach under investigation with other persons, unless it has been cleared with the investigation team

Acting With Integrity

Conflict of Interest



All employees and others working for Aurelian Origins are expected to avoid personal activities and financial interests which could conflict with their responsibilities to the company. Employees must not seek gain for themselves or others through misuse of their positions.

Employees are expected to report any such situation where there is risk of competing loyalties due to personal benefit and immediately disclose an actual, perceived or potential conflict of interest to HR who will determine the best way to manage the situation in consultation with the supervisor.

Conflict of Interest



A conflict of interest may arise, and disclosure is required, when an employee has a close personal interest in the business of competitors or other third parties relevant to Aurelian Origins. This includes cases where the employee, their family members or a close personal contact:

- work for or provide any services to competitors or to any other third parties relevant to Aurelian Origin's business
- any interest in a third party if they are involved in engaging, monitoring or investigating the third party's performance
- allows their non-financial interests such as personal values, beliefs, welfare and political views to take precedence over Aurelian Origins' lawful and ethical expectations, affecting their performance or objectivity at work

Avoiding Conflict of Interest



As an employee of Aurelian Origins, you must not:

- Take, or divert to others, any business opportunities that arise in the course of doing their job at Aurelian Origins that could be of interest to Aurelian Origins
- Misuse their position in Aurelian Origins to advance personal interests
- Hire, contract or engage any individual or organisation without ensuring they are free of conflict of interest with Aurelian Origins
- Hire or retain any employee of Aurelian Origins for any other business opportunity

Bribery and Corruption



Aurelian Origins does not give or receive, whether directly or indirectly, bribes or other improper advantages for business or financial gain.

No employee may offer, give or receive any gift or payment which is, or may be construed as being a bribe. Any demand for, or offer of, a bribe must be rejected immediately and reported to management.

All accounting records and supporting documents must accurately describe and reflect the nature of the underlying transactions. No undisclosed or unrecorded account, fund or asset will be established or maintained.

Bribery and Corruption



Aurelian Origins' commitment to doing business with integrity requires consistently high standards. Our zero-tolerance approach towards bribery and corruption applies to all our employees.

A breach of such laws and ethics may result in legal and financial consequences for Aurelian Origins and the individual.

Fair Competition



Sharing or communicating sensitive or confidential information (e.g. source code, patents, trade secrets, copyrightable works, techniques, approaches, processes, know-how, designs, models, drawings, engineering, methods, formulas, improvements, research, development, experiments, test results, specifications, statistics, data, products, programs, services, plans, forecasts, marketing, budgets, pricing, financials, identity of and information relating to customers, suppliers, or employees). When an employee joins, a written confidentiality undertaking (an NDA) may be concluded.

Illegal Behaviour



The physical, mental and psychological safety of our employees is our highest priority.

Aurelian Origins does not tolerate threats, abuse, sexual or moral harassment, discrimination, stalking, any other illegal or illicit conduct in our work environment.

Employees are expected to abide by moral and ethical values and local laws. They must report any illegal or suspicious activity that they see.

Accurate Records and Reporting



Any failure to record information accurately, or falsifying or creating misleading information or influencing others to do so, could constitute fraud and result in penalties for employees

Employees must not conceal, alter or falsify company records, accounts and documents in any form.

Safeguarding Information

Physical Assets/Property



Employees are provided with access to systems and equipment to carry out their role at Aurelian Origins.

Employees must take care to ensure that all physical assets and property of Aurelian Origins that they come into contact with while working are not damaged, misused or wasted.

Physical assets and property includes electronic and technical equipment, products or components, computers and company vehicles

Employees must not remove Aurelian Origins' physical assets or property from company premises without permission or use them for personal or inappropriate purposes

Physical Assets/Property



Employees must:

- Not use systems and equipment for anything other than Aurelian Origins
- Ensure Aurelian Origins equipment is used appropriately and protected from any damage, loss or theft
- Use a password or PIN to lock unattended Aurelian Origins equipment, or any personal device used to access Aurelian Origins information
- Immediately report to the HR the loss or theft of any Aurelian Origins equipment, or any personal device used to access or store information
- Ensure any removable Aurelian Origins IT equipment is secured when left in the office overnight, is locked away or put out of sight when left unattended at home, in a hotel or in a vehicle. When travelling, keep it with you at all times

Financial Assets



Employees working in Accounts must protect Aurelian Origins' financial assets - such as cash, bank accounts and credit cards - guarding against misuse, loss, fraud or theft.

Intellectual Property



Information is one of Aurelian Origins' most valuable business assets. We are committed to safeguarding and protecting our information and any other information entrusted to us.

Employees must maintain confidentiality of source code, inventions, trade secrets, copyrightable works, techniques, approaches, processes, know-how, designs etc at all times.

Employees shall not promote, advertise, publicize or release any products or services or software constructed as their own.

Employees cannot publish or use any of the work of company done by them as their own, in any personal portfolio or showreel. It may be used with permission and granting copyrights to the company.

Intellectual Property



All business information processed by or stored on Aurelian Origins' systems and equipment is not private and may be monitored, inspected or removed by Aurelian Origins, regardless of whether it is work-related or 'personal'.

Aurelian Origins may log, diagnose and assess activity on Aurelian Origins systems and equipment to ensure this policy is being followed and Aurelian Origins' technical environment is optimised.