



EMMY FRANK
BONDED TERMINAL

INTERNAL MEMO

TO: ALL STAFF

FROM: MD/CEO

DATE: 27TH MARCH, 2025

SUBJECT: CONFLICT OF INTEREST & NON-SOLICITATION

It has come to the company's attention that some staff are currently engaged in business activities that directly compete with [*Emmy frank Bonded Terminal*], in clear contravention of our Staff Code of Conduct. As an employee of [*Emmy frank Bonded Terminal*], all staff are expected to act in the best interest of the company and to uphold its core values.

Clause [*PART II*] of our Staff Code of Conduct explicitly prohibits employees from engaging in any business or activity that poses a conflict of interest with the company's operations. Engaging in the same line of business as [*Emmy frank Bonded Terminal*], do not only violated this policy but have also compromised the trust and integrity that are fundamental to our workplace.

This conduct is unacceptable and will not be tolerated. It undermines our organization's mission, damages the trust among colleagues, and creates a potential for unfair competition. Any staff caught contravening subject policy will be viewed as an enemy of the company and disciplinary action taken against the staff, up to and including termination of the person's employment.

You are hereby warned again to cease and desist from all activities related to this competing business with immediate effect.

Signed(for MD/CEO)

