

Rules of Conduct for My Web Creations

We expect all of our employees to avoid allowing their private interests to interfere, or appear to interfere, with the interests of the company as a whole. Employees are expected to make or participate in business decisions and actions in the course of their employment with us based on the best interests of the Company as a whole, and not based on personal relationships or benefits.

Our employees are expected to apply sound judgment to avoid conflicts of interest that could negatively affect the Company or its business, whether or not we have specific rules for that particular situation. Employees are expected to disclose to us any situations that may involve inappropriate or improper conflicts of interests affecting them personally or affecting other employees or those with whom we do business.

These rules of Conduct and Ethics helps ensure compliance with legal requirements and our standards of business conduct. All Company employees are expected to read and understand these rules of Conduct and Ethics, uphold these standards in day to day activities, comply with all applicable policies and procedures, and ensure that all age contractors are aware of, understand and adhere to these standards.

Because the principles described in this rules of Conduct and Ethics are general in nature, you should also review all applicable Company policies and procedures for more specific instruction and contact the administration of the company, if you have any questions.

Nothing in these rules of Conduct and Ethics, in any company policies and procedures, or in other related communications (verbal or written) creates or implies an employment contract or term of employment.

We are committed to continuously reviewing and updating our policies and procedures. Therefore, these rules of Conduct and Ethics is subject to modification. these rules of Conduct and Ethics supersedes all other such codes, policies, procedures, instructions, practices, rules or written or verbal representations to the extent they are inconsistent.

The following are grounds for immediate dismissal:

1. Carrying or distributing firearms, lethal weapons, illegal drugs and materials on My Web Creations premises.
2. Being unduly under the influence of alcohol or any illegal substance, or engaging in the possession of, manufacture or sale of such substance on My Web Creations premises or when representing My Web Creations in any capacity.
3. Performing or encouraging anyone else to perform acts that are illegal
4. Theft or embezzlement

5. Purposeful destruction and/or damaging of My Web Creations property or the property of an individual.
6. Uttering or causing to be written any remarks that are prejudicial on the basis of sex, age, colour, race, national origin, religious persuasion or any other protected classification.
7. Purposeful creation of a health hazard
8. Fighting in My Web Creations premises
9. Public criticism of any employee or My Web Creations itself
10. Refusal to adhere to the My Web Creations dress code
11. Sexual harassment
12. Passing confidential client or My Web Creations information on to unauthorized personnel, client or competition
13. Foul or offensive language in the presence of clients or in the execution of your duties and responsibilities
14. We take responsibility, use our common sense and make decisions
15. We create a funny and attractive workplace
16. The company can requested for doctor statement in sickness/illness
17. It prohibits employees from disclosing confidential or proprietary information outside My Web Creations, either during or after employment, without Company authorization to do so.

Tran Hau Kim Hoang
Managing Director

