

## **Professional conduct & Integrity**

We conduct all of our activities professionally and with integrity. We take great care to be completely objective in our judgment and any recommendations that we give, so that issues are never influenced by anything other than the best and proper interests of our clients and partners. We deal with people fairly and respectfully. Our reputation and success depend on fair dealing. Each employee must deal fairly with all of our stakeholders, including clients, employees, and service providers, as well as our competitors.

We do not violate our clients' policies and no employee should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any unfair dealing practice.

## **Ethics**

We always conduct our services honestly and honorably, and expect our clients and suppliers to do the same. Our employees, partnerships, and the methods imparted through our operations, take proper account of ethical considerations, together with the protection and enhancement of the moral position of our clients and suppliers.

## **Confidentiality**

We are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past clients, both in terms of normal commercial confidentiality, and the protection of all personal information received in the course of providing the business services concerned. We extend the same standards to all our customers, suppliers and associates.

## **Intellectual property and moral rights**

We retain the moral rights in, and ownership of, all intellectual property that we create unless agreed otherwise in advance with our clients. In return we respect the moral and intellectual rights vested in our clients' intellectual property.

## **Quality assurance**

We maintain the quality of what we do through constant ongoing review with our clients, of all aims, activities, outcomes and the cost-effectiveness of every activity. We encourage regular review meetings and provide regular progress reports. We will strive to professionally exceed our client's expectations while being mindful of the need to provide cost-effective solutions and maintain sustainable business model. We strongly believe in win-win approaches and will take all measures to achieve thriving relationships with our partners, customers, and clients.

## **Conflicts of Interest**

We expect that all employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the company. Employees must not use their positions or the knowledge gained as a result of their positions for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with our company operations, trade secrets, or interests of any of our partners or clients, they should immediately disclose such conflict of interests to their superior to take the appropriate action.

## **Gifts, Entertainment, and Favors**

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence business decisions in favor of any person or organization with whom or with which the company has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their positions with the company might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.

## **Protection of Assets**

All employees must protect the company assets and ensure their efficient use. All company assets should be used for legitimate business purposes. Any personal use of the company assets must be either approved in advance or incidental and insignificant in cost and time. We must preserve, and not change, hide or destroy any records that are subject to an investigation or which may be used in any official proceeding.

## **Financial System**

Employees who have access to company's funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the company's policies and procedures. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their superior or seek appropriate internal legal guidance so that the company can promptly investigate further.

## **Health, Safety, and Environment**

The company is committed to providing a healthy and safe place to work. We are committed to promoting practices that protect the safety of our people and the environment. We believe in being good stewards of the world in which we work and live. We expect our employees to report to work free from the influence of any substance that could impair them from the safe and effective performance of their jobs.