

## Policy brief & purpose

Our Employee Code of Conduct company policy outlines our expectations regarding employees' behaviour towards their colleagues, supervisors and our overall organization.

Our management style promotes freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

Our Code reflects who we are and what's important to us. We also expect nothing less from our business partners, including our consultants, distributors, co-manufacturers and suppliers, as well as our subsidiaries and joint venture partners.

## Scope

This policy applies to all our employees regardless of employment agreement or rank.

## Policy elements

What are the components of an Employee Code of Conduct Policy?

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

### Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

### Respect in the workplace

All employees should respect their colleagues. We will not allow any kind of discriminatory behaviour, harassment or victimization.

### Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

### Employees:

Should not misuse company equipment or use it frivolously. Should respect all physical and non-physical property. Non-physical property includes trademarks, copyright, information and reports etc. Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

## Professionalism

All employees must show integrity and professionalism in the workplace. We outperform our competition fairly and honestly.

## Personal appearance

All employees must follow our dress code and personal appearance guidelines.

## Corruption

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

## Job duties and authority

All employees should fulfil their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

Our management style is to create an environment to develop skills and knowledge that will enhance the less-experienced individuals and provide growth.

## Absenteeism and tardiness

Employees should be punctual, whether arriving in the office or with external visits. If you are delayed, telephone your manager (if it is safe and possible to do so) and estimate when you are going to get in. If your manager is not available, contact another manager at your location. But, generally, we expect employees to be punctual when coming to and leaving from work.

## Conflict of interest

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

## Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

## Communication

All employees must be open for communication with their colleagues, supervisors or team members.

## Benefits

We expect employees not to abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

## Policies

All employees should read and abide by the relevant company policies. If they have any questions, they should ask their managers/supervisor.

## Open Communication

Through positive leadership, create a workplace where employees feel comfortable coming forward with questions and concerns, and support them when they raise issues.

### SPEAK UP WITHOUT FEAR

Share your concerns, knowing that the business wants to hear them. Regardless of who you contact, you can be confident that you are doing the right thing and that your concern will be handled promptly and appropriately without rebuke.

By asking questions and reporting concerns, you are doing the right thing and helping our Company

## Human Rights

We respect the rights of every individual and abide by the employment laws in the markets where we operate.

We expect our suppliers to share our commitment to the same high standards

## Disciplinary actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

Demotion. Reprimand. Suspension or termination for more serious offenses. Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

## Believe in Our Conduct