

Code of Conduct and Ethics Policy

1. Introduction

This Code of Conduct and Ethics Policy outline the standards of behaviour expected from all employees, contractors, consultants, and representatives of the Firm. Our goal is to ensure a professional, safe, ethical, and respectful workplace that reflects our values and supports our long-term success.

2. Purpose

This policy aims to:

- Promote honesty, integrity, and accountability.
 - Maintain a healthy and productive work environment.
 - Ensure compliance with legal and regulatory requirements.
 - Protect the Firm's assets, reputation, and stakeholders.
-

3. Scope

This policy applies to:

- All employees (permanent, temporary, or contract).
 - Interns and trainees.
 - Consultants, agents, and external partners representing the Firm.
-

4. Standards of Conduct

4.1 Professional Behaviour

Employees must:

- Demonstrate respect, courtesy, and professionalism.
- Maintain punctuality and attend work as scheduled.
- Follow all Firm policies, rules, and instructions.

4.2 Respectful Workplace



The Firm maintains zero tolerance for:

- Harassment, discrimination, or bullying of any kind.
- Inappropriate language or behaviour
- Any form of threat, intimidation, or violence.

Employees must treat colleagues, clients, and partners with dignity at all times.

5. Ethics and Integrity

5.1 Honesty and Transparency

Employees must:

- Provide accurate and truthful information.
- Avoid misleading, manipulating, or withholding important information.

5.2 Confidentiality

Employees must:

- Protect sensitive Firm information.
- Not share confidential information with unauthorised persons.
- Respect privacy and maintain data confidentiality.

5.3 Conflict of Interest

Employees must:

- Avoid situations where personal interests conflict with Firm interests.
 - Disclose any potential conflict to their reporting manager.
-

6. Compliance with Laws and Regulations

Employees must follow and abide by all:

- Local, state, and national laws.
- Industry-specific regulations and standards.
- Internal Firm policies.

Illegal activities such as fraud, bribery, corruption, and theft are strictly prohibited.



7. Use of Firm Assets

Employees must:

- Use Firm property, equipment, and resources responsibly.
 - Do not misuse or remove Firm assets without permission.
 - Protect firms intellectual property and digital resources.
-

8. Workplace Safety and Security

Employees must:

- Follow all safety guidelines and procedures.
- Report unsafe conditions or incidents immediately.
- Avoid activities that may cause harm to themselves or others.

Drug or alcohol use that affects work performance or safety is strictly prohibited.

9. Communication and Social Media

Employees must:

- Communicate professionally in all internal and external communications.
 - Not post confidential or damaging information about the Firm online.
 - Seek approval before speaking publicly on behalf of the Firm.
-

10. Reporting Misconduct

Employees are encouraged to report any violation of this policy without fear of retaliation. Reports may be made to:

- Immediate supervisor
- HR Department
- Compliance team

All complaints will be handled with confidentiality and investigated fairly.



11. Disciplinary Action

Violation of this policy may lead to:

- Verbal or written warning
 - Suspension
 - Termination of employment
 - Legal action, if necessary
-

12. Acknowledgement

All employees must read, understand, and sign this Code of Conduct and Ethics Policy. Failure to comply may result in disciplinary measures.

