



CODE OF CONDUCT

- Each staff member shall observe courtesy, ethics, honesty and professionalism in dealing customers, employees and vendors etc.
- Each staff member shall observe the punctuality, cleanliness and discipline in carrying out all their duties.
- To comply fully with all applicable laws, rules and regulations. Practices that are unlawful or may be damaging to its reputation must be avoided.
- All management and employees must avoid situations in which their personal interest could conflict with the interest of the company.
- To create an environment where every employee feels free and secure to report specific incidents of unethical behavior, actual or suspected incidents of fraud, bribery and extortion.
- Not to disclose confidential information including financial information, future sales promotion plans and prices unless such disclosure is expressly approved by the Directors or required by law.
- Not to offer / accept improper payments or bribes or items of value to/from any customers, vendors, government officials and employees.
- We must not accept or offer kickbacks when obtaining or awarding contracts, services, referrals, goods.



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