

## **Basic Code of Conduct**

The following standards expected of an employee shall be read in conjunction with the employee's individual employment agreement:

### **A. General work ethics**

- An employee shall perform, in good faith, the duties to be undertaken and adhere to the work schedule;
- An employee shall not leave his/her post or the Company premises without prior approval from the Department Head during normal working hours;
- An employee shall not interfere with the work of other employees or otherwise disrupt the work environment;
- An employee shall faithfully comply with the instructions, directions, or commands of the Department Head; and
- An employee shall refrain from all inefficient, unhealthy, or non-constructive activities during work hours.

### **B. Property Protection Obligations**

- An employee shall respect and protect the Company's and the Group's assets and facilities and reimburse the Company for any damages or losses, whether such damage or loss has been caused intentionally or inadvertently.

### **C. Outside Employment**

- An employee shall not engage in unauthorized outside employment during his/her employment with the Company.

### **D. Suggestions**

- Employees are welcome to provide suggestions to improve and promote the development of the Company and its business.

### **E. Emergency Work Instructions**

- Client obligations and work commitments may require some flexibility in working hours and attendance. Employees may from time to time be required to work any additional hours the Company considers reasonably necessary to meet its business needs. Unless specified otherwise in the individual employment agreement, employees are not entitled to any payment in respect of any hours worked in excess of the Company's normal working hours.

### **F. Return of Company and Group property and handover**

- On termination of an employee's employment with the Company or at any earlier time if requested by the Company, an employee shall return to the

Company all Company and Group property, including (without limitation) money, documents and any other belongings.

- An employee should also ensure an orderly and efficient handover of duties and responsibilities to the successor of the employee's Position or another employee who will cover for the employee during his/her absence, and report such handover arrangements in writing to the Department Head.

#### G. Moving of Assets

- An employee must obtain permission from the Company prior to moving the Company's various equipment, products, materials, supplies, tools, or any other goods to and from the Company's premises