



## Corporate Code Of Conduct and Ethics Policy

### 1) STATEMENT OF POLICY

- 1.1) It is a fundamental policy of Cum Laude Events to conduct its business with honesty and integrity and in accordance with the highest legal and ethical standards.
- 1.2) Employees and service providers will not knowingly do harm to the company, clients, colleagues or to the public.
- 1.3) The policy set forth in this statement provides guidance in specific situations. It is not possible to provide guidance for all situations that may arise. Therefore, it is the individual employee or service provider's responsibility to exercise good judgment to act in a manner that will reflect favourably upon the company and that employee or service provider.
- 1.4) Employees and service providers shall comply with the spirit as well as the letter of this policy. Employees or service providers shall not attempt to achieve indirectly, through the use of agents or other intermediaries, what is forbidden directly.
- 1.5) All business activities will promote the following:
  - 1.5.1) Develop customers' trust and uphold values to sustain growth.
  - 1.5.2) Interact with local communities and contribute to a wholesome society.
  - 1.5.3) Contribute to the international community and respect cultures and customs.
  - 1.5.4) Strive for mutual trust with business partners.
  - 1.5.5) Maintain sound relationships with government and administration entities.
  - 1.5.6) Avoid antisocial forces and organizations which threaten the order and safety of communities.
  - 1.5.7) Create an environment in which employees and service providers can achieve personal development and satisfaction.
  - 1.5.8) Preserve and protect the environment and encourage resources that pursue harmony between business activities and the wellbeing of communities.

### 2. APPLICABILITY

- 2.1) The policy applies to all employees and service providers of the company, in whatever capacity.
- 2.2) Employees and service providers will at all times provide an accurate representation of the company products, services, training and experience.

### 3. IMPLEMENTATION

- 3.1) All managers are responsible for ensuring both that employees and service providers under their supervision are familiar with the policy and for promoting compliance with the policy.
- 3.2) Employees and service providers will ensure that all products and services offered are safe and fit for their intended use.
- 3.3) All employees and service providers are required to agree that they:
  - 3.2.1) have personally read and understand the policy,
  - 3.2.2) have taken appropriate steps to bring the policy to the attention of each employee or service provider under their supervision who is authorised to make commitments on behalf of the company or in a position to influence decisions,
  - 3.2.3) have complied with the policy,
  - 3.2.4) know of no violations by employees or representatives under their supervision, except violations that have been reported.
  - 3.2.5) are not aware of any relationship between themselves, their family or any business enterprises owned by themselves or their relatives that have economic transactions with the company, other than those reported.
- 3.4) Employees or service providers having questions or concerns on how to proceed or on interpretation of the policy should consult the company managing director.
- 3.5) Communications about offered products and services must not be deceptive. All employees must practice honesty and fairness within the company operations.

#### **4. REPORTING VIOLATIONS**

- 4.1) All employees and service providers of the company are responsible for bringing violations of the policy to the attention of the managing director, or reporting channels to external authorities where applicable. In addition, all managers are responsible for taking corrective action when problems involving the policy come to their attention.
- 4.2) Compliance with the policy is essential. Violations will result in disciplinary action, including dismissal or cancellation of service provider contracts where warranted.

#### **5. LEGISLATION**

- 5.1) All employees and service providers have a responsibility to ensure that their activities on behalf of the company and those of their colleagues comply with all applicable laws. Compliance responsibilities are further described in the company SLA contracts.

#### **6. CONFLICT OF INTEREST**

- 6.1) Company employees and service providers should not engage in any activities which may be in conflict with the interests of the company or which would prejudice their ability to carry out their duties.

*Cum Laude Events*