

Employee Code of Conduct and Business Ethics Policy

1. Purpose

Quality Asia is committed to maintaining the highest standards of integrity, honesty, and ethical conduct. This Employee Code of Conduct and Business Ethics outlines the principles and guidelines that employees are expected to uphold in their interactions within and outside the organisation.

2. Compliance with Law and Regulations

- Employees must comply with all applicable laws, regulations, and company policies.
- Adherence to professional standards and industry best practices is essential.

3. Honesty and Integrity

- Employees are expected to be truthful and transparent in all their dealings.
- Employees must avoid situations that may lead to conflicts of interest and disclose any potential conflicts promptly.

4. Respectful Workplace

- Quality Asia values diversity and promotes an inclusive workplace free from discrimination.
- Harassment of any kind, including but not limited to sexual harassment, is strictly prohibited.

5. Protection of Company Assets

- Employees must respect and protect the organisation's intellectual property and confidential information.
- Company resources should be used efficiently and for legitimate business purposes.

6. Fair Competition and Anti-Bribery

- Employees must engage in fair and ethical competition, avoiding any practices that may be deemed anti-competitive.
- Bribery and corruption, in any form, are strictly prohibited. Gifts and hospitality must comply with relevant policies.

7. Social and Environmental Responsibility

- Quality Asia encourages employees to engage in community service and contribute positively to society.
- We are committed to minimising our environmental impact and promoting sustainable practices.

8. Reporting Violations

- Employees are encouraged to report any suspected violations of this code without fear of retaliation.
- Quality Asia provides confidential channels for reporting ethical concerns.

9. Consequences of Violations

Violations of this code may result in disciplinary action, up to and including termination of employment.

10. Review and Acknowledgment

Employees are required to review and acknowledge their understanding and commitment to this code regularly.

Quality Asia Certifications Private Limited

Samarth Suri

Managing Director

Date - 01-04-2023

