**CODE OF ETHICS**

* Beneficence
* Confidentiality
* Procedural Justice
* Fidelity

### Integrity

### Be inclusive.

* Be considerate.
* Be respectful.
* Follow Dress code
* Absence without notice.
* Be punctual

**Rules**

**1.Be inclusive.**

We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, colour, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

**2. Be considerate.**

We all depend on each other to produce the best work we can as a company. Your decisions will affect clients and colleagues, and you should take those consequences into account when making decisions.

**3. Be respectful.**

We won't all agree all the time, but disagreement is no excuse for disrespectful behaviour. An environment where people feel uncomfortable or threatened is not a productive or creative one.

**4. Choose your words carefully.**

Always conduct yourself professionally. Be kind to others. Do not insult or put down others. This includes, but is not limited to:

* Threats of violence.
* Discriminatory jokes and language.
* Personal insults, especially those using racist or sexist terms.
* Advocating for, or encouraging, any of the above behavior.

**5. Make differences into strengths.**

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn’t mean that they’re wrong. Don’t forget that we all make mistakes, and blaming each other doesn’t get us anywhere.

Instead, focus on resolving issues and learning from mistakes.

**6. The work environment.**

Employees should act with integrity, comply with laws, maintain a professional work environment and comply with company policies. They should treat customers, colleagues, and partners ethically at all times.

**7. Conflicts of interest.**

A company's reputation depends on the actions and integrity of its employees. It is essential that they avoid relationships and activities that hurt, or appears to hurt, their ability to make objective and fair decisions.

* Insider trading and financial interests.
* Investments in companies employees do business with.
* Significant financial interests in other companies.
* Securities transactions.

**8. Protecting company assets.**

Employees should always act to protect company assets, including physical, intellectual, and electronic or digital properties. Company Information should not be shared with anyone.

**9. Anti-bribery and corruption.**

A company's integrity is essential for maintaining trustworthiness and reputation. Employees should always do their work fairly, honestly, and legally.

**10. Attendance and punctuality.**

Employees are expected to be regular and punctual in attendance. This means being in the office, ready to work, at starting time each day. Absenteeism and tardiness burden other employees and the company.

**11. Absence without notice.**

Employees who are unable to work due to illness or an accident should notify. This allows the company to arrange for coverage of their duties and helps others continue to work in their absence.

**12. Use of cell phone**

Personal cell phone usage during work hours is discouraged, except in extreme cases such as an emergency. Cell phones should not be allowed to distract employees from business tasks. They should not be used for surfing the internet or gaming during work hours

**13.Dress code**

A professional appearance is important when employees work with customers or potential customers. Employees should be well groomed and dressed appropriately for the business and for their position.

**14. Internet use at work.**

Employees may use the Internet when appropriate to access information needed to conduct a business company business. Use of the Internet must not interfere with an employee's productivity.