

# **VJDS International Inc. Code of Conduct Policy**

Effective Date: 20th March

Approved By: Directors

Owned By: VJDS International Inc.

Updated: 17th November 2024

## **1. Introduction**

At VJDS International Inc., we are committed to maintaining the highest ethical standards in all our interactions. Our Code of Conduct provides a framework for our employees, officers, directors, and contractors to follow in order to foster an environment of integrity, respect, fairness, and accountability. This policy sets forth the core values that guide our behaviour and helps ensure that we operate in a lawful, ethical, and responsible manner.

Our commitment to these values is essential to our success and reputation. Adherence to this Code of Conduct is required of all individuals representing VJDS International Inc., and violations may result in disciplinary actions, including termination of employment or contracts.

## **2. Core Principles**

We are dedicated to conducting business with the highest standards of integrity, fairness, and respect. Our core values are:

- Integrity: We act honestly and ethically in all situations, upholding the truth, even when it is difficult or inconvenient.
- Respect: We treat others with dignity and courtesy. We embrace diversity and strive to create an inclusive environment where all employees feel valued and respected.
- Accountability: We take responsibility for our actions and decisions. We are committed to maintaining transparency and honesty in our operations.
- Fairness: We treat all individuals fairly, without favouritism, bias, or prejudice. We make decisions based on merit and integrity.
- Excellence: We strive for excellence in everything we do and continuously improve our practices to meet or exceed expectations.
- Sustainability: We are committed to minimizing our environmental impact and contributing to the well-being of our communities. We prioritize responsible sourcing, efficient resource use, and sustainable practices in everything we do.
- Accountability: We take ownership of our actions and decisions. We are accountable to each other, to our customers, and to the communities we serve. We keep our promises and hold ourselves to the highest ethical standards.
- Innovation: We foster creativity and embrace change. We challenge the status quo, take calculated risks, and constantly look for new and better ways to improve our products, services, and operations.
- Collaboration: We believe in the power of teamwork and working together to achieve common goals. We encourage open communication, respect diverse perspectives, and value each individual's contribution.

-Customer Focus: Our customers are at the heart of everything we do. We listen to their needs, understand their challenges, and deliver solutions that drive their success.

### **3. Employee Conduct and Responsibilities**

Employees are expected to:

- Act with Integrity: Always be honest and transparent in your work and in your dealings with colleagues, clients, customers, suppliers, and other stakeholders. Do not engage in any fraudulent or dishonest behaviour.
- Respect the Law: Comply with all local, national, and international laws and regulations that apply to your role and our business operations. Report any concerns about legal or regulatory violations to the appropriate person.
- Maintain Confidentiality: Protect confidential information and proprietary data. Do not share sensitive business information unless authorized or required by law.
- Avoid Conflicts of Interest: Employees should avoid situations where personal interests conflict, or appear to conflict, with the interests of VJDS International Inc.. Disclose any potential or actual conflicts of interest to management or HR.
- Professional Behaviour: Treat all colleagues, clients, and business partners with respect, courtesy, and professionalism. Refrain from any behaviour that could be seen as discriminatory, harassing, or offensive.
- Commitment to Safety: Adhere to all health and safety regulations and company policies to ensure a safe working environment for yourself and others.

### **4. Workplace Behaviour and Interactions**

- Anti-Discrimination and Equal Opportunity: VJDS International Inc. is committed to providing a workplace, free from discrimination and harassment based on race, gender, sexual orientation, age, disability, religion, national origin, or any other characteristic protected by law. We encourage diversity and inclusion, and strive to provide equal opportunities for all employees.
- Harassment-Free Environment: Harassment of any kind, including sexual, racial, or verbal harassment, is strictly prohibited. Any employee found to be engaging in harassment will face disciplinary action.
- Bullying and Intimidation: Bullying or intimidation in the workplace is not tolerated. Employees should report any such behaviour to their supervisor or HR immediately.
- Respect for Diversity: Embrace diverse perspectives, backgrounds, and experiences. We value the contributions that individuals from different cultures, genders, and identities bring to our work environment.

### **5. Business Ethics**

- Honesty and Transparency: Provide truthful and accurate information in all business dealings. Do not engage in deceptive practices such as false advertising, misrepresentation, or withholding information.
- Fair Competition: We are committed to fair competition and to abiding by antitrust laws. Avoid actions that could undermine free competition, such as price-fixing, collusion, or market manipulation.
- Gifts and Entertainment: Employees must not accept or offer gifts, services, or entertainment that could be construed as an attempt to influence a business decision. Gifts should not be accepted or

given if they create a perception of obligation or conflict of interest. Employees should consult with management or HR if they are unsure.

- Bribery and Corruption: VJDS International Inc. has a zero-tolerance policy toward bribery and corruption. Employees must not offer or accept bribes or engage in any illegal activities to secure business or favourable treatment.
- Confidentiality: Protect the privacy of the company, its clients, and other stakeholders. Do not share confidential or proprietary information with unauthorized individuals, either inside or outside the company.

## **6. Reporting Violations and Whistleblowing**

- Reporting Concerns: If you become aware of any violations of the Code of Conduct, unethical behaviour, or legal violations, it is your responsibility to report these issues to your supervisor, HR, or via the company's confidential whistleblower hotline or email.
- Non-Retaliation: VJDS International Inc. encourages employees to raise concerns without fear of retaliation. Any act of retaliation against an employee who reports concerns in good faith will not be tolerated and will result in disciplinary action.
- Investigation of Violations: All reports of misconduct will be thoroughly investigated by management or a designated compliance officer. Appropriate actions will be taken to address any violations.

## **7. Health and Safety**

- Workplace Safety: Employees are expected to follow all safety protocols, wear personal protective equipment (PPE) as required, and report any safety hazards or incidents immediately to their supervisor or the health and safety officer.
- Mental Health: VJDS International Inc. recognizes the importance of mental well-being. We are committed to providing a supportive environment where employees can seek help if needed. If you are experiencing stress, anxiety, or any mental health concerns, please reach out to HR or utilize the company's Employee Assistance Program (EAP).

## **8. Social Media and Public Representation**

- Personal Social Media Use: While employees are free to express their views on personal social media accounts, they must refrain from making statements that could damage the reputation of VJDS International Inc., its employees, or its clients. Employees should not claim to speak on behalf of the company unless authorized to do so.
- Public Appearances: Employees must obtain approval from management before engaging in public speaking events or media interviews on behalf of VJDS International Inc..

## **9. Compliance with the Code**

- Compliance: All employees are required to comply with this Code of Conduct. Failure to do so may result in disciplinary action, up to and including termination of employment or contracts.
- Acknowledgment: All employees and contractors must sign an acknowledgment form confirming they have received, read, and understood the Code of Conduct and agree to abide by its principles.

#### **10. Policy Review and Amendments**

This Code of Conduct will be reviewed regularly to ensure that it remains relevant and aligned with the company's values and any changes in law or regulations. Amendments to this policy may be made from time to time, and employees, contractors will be informed of any significant changes.