



Code of Ethics and Business Conduct Policy

For

PT Atreus Global ('Atreus Global')

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1 INTRODUCTION

This Code of Ethics and Business Conduct defines the expectations of Atreus Global from its people and all those that they deal with in the workplace. The Code sets forth the guiding principles by which its employees conduct business with its Customers, Vendors, Partners and with each other. The Code outlines the expected ethical standards of conduct and behaviour and the processes that will enable this to be maintained and act as a reference for every employee on what to do, how to do and importantly what not to do.

The Code acts as a guiding principle but cannot envisage every situation or action; neither can it cover every regulation and law that is applicable to individuals at a given time. Moreover, in the modern connected and digital world, new issues emerge, and it is up to every individual to exercise their judgment before acting on a matter. When in doubt, please seek advice to protect your individual reputation and integrity and that of the company.

1.1 General Compliance

Atreus Global proactively promotes compliance with internal policies and procedures, as well as applicable laws and regulations. The company expects all employees (full-time permanent, fixed term hire, contractors) to understand, respect, and comply with the policies and procedures as they apply to each employee in their position with Atreus Global.

2 RESPECTING EACH OTHER

2.1 An Equal Opportunity Workplace Free of Discrimination or Harassment

At Atreus Global, we strive to provide a work environment free of discrimination and harassment. We are an equal opportunity employer and employment decisions are based on merit and business needs.

We are committed to following fair employment practices that provide equal opportunities to all employees. We do not discriminate or allow harassment based on race, colour, religion, disability, gender, national origin, sexual orientation, gender identity, gender expression, age, genetic information, or any other legally protected status.

Anti-Discrimination and Anti-Harassment applies to all persons involved in the operations of the Company and includes but not limited to: -

- Unwanted and unacceptable behavior by an employee towards an employee or any other person connected with the workplace whether such acts take place outside or in the office premises.
- Words, action or conduct that is verbal, in writing and through any means including social media and includes abuse, threat or harm.
- Making inappropriate jokes, using foul language, circulating, or displaying offensive materials.
- Directed at an individual or across the spectrum to create a hostile environment that is intimidating, insulting or offensive and may create fear.
- Related to gender, race, religion, belief, or any difference.
- Repeated acts or a single instance of wrongful conduct.
- Sexual harassment.

Atreus Global employee anyone associated with Atreus Global must: -

- Never indulge in any form of harassment that may result in interfering with an individual's performance or confidence.
- Never exclude/ boycott a person from office related social activities or teamwork without just cause; this may also constitute harassment.
- Be sensitive to the sentiments and cultural milieu at the workplace.
- Never be a silent spectator to any form of harassment and speak up if you believe you have been discriminated against, harassed in any form at the workplace. Even if you are not the target it is necessary to report the matter to your concerned Superior. Your identity and complaint will be kept confidential and you will be protected from any form of harassment or abuse for reporting a complaint.
- Co-operate with an investigation and tell the truth even if you are not the complainant but are aware of the matter.

All complaints will be investigated, and action taken ranging from warnings to dismissal. The company is committed to ensuring a safe and harassment free workplace and all acts of harassment (real or threatened) with utmost seriousness. A harmonious atmosphere is necessary for every individual to be productive at work based on mutual respect and dignity. Consequences for harassment are severe and are likely to lead to immediate termination besides other consequences that are penal in nature.

2.2 A Safe Place to Work

To work effectively, all of us need a healthy and safe work environment. The company is committed to maintaining a safe, secure, and healthy workplace.

We also understand the emerging importance to promote clean and green energy initiatives to ensure a sustainable environment and will endeavour to take steps necessary to reduce energy consumption and waste.

It is the individual responsibility of each employee to: -

- Maintain a clean and organized workspace with no obstacles or potential hazards to himself/herself or others.
- Switch off all lights and other appliances like printers, computers and photo copiers in the workspace/workplace when leaving office.
- Observe safety rules and measures while driving to home from work and at all other times.
- Follow company's policies and procedures for a safe and healthy workplace including prohibition on carrying firearms or dangerous weapons or smoking.
- Comply with any travel restrictions that may be notified like temporary unsafe places, ladies travelling late at night and such.
- Familiarize yourself with practice sessions like fire and emergency alarm drills and comply promptly with instructions when faced with an actual situation.
- Not undertake any illegal activity like betting or gambling in the office premises.
- All forms of substance abuse as well as the use or distribution of drugs while at work is prohibited.

- Be environmentally conscious and comply with laws and regulations on environment that may apply to the specific job profile.
- Report any unsafe or illegal activity that may jeopardize the safety of others at the workplace.

2.3 Behaviour at the Workplace

We believe that people and customers feel safe when working with a company if they know employees are practicing positive and good behaviour in the workplace. This builds the reputation of the company of being honest and transparent in its business operations. To ensure this and providing the best possible work environment, we expect employees to follow certain behavioural ethics that will protect the interests and safety of all employees and the company.

However, if any employee is found responsible for any of the following acts, appropriate disciplinary actions will be taken, possibly even leading to termination.

- Misusing, destroying or damaging property of the company or a fellow colleague/employee.
- Forgery or alteration of documents.
- Giving false information regarding personal, professional details, during submission of any forms of claims to the company.
- Misappropriation or misuse of company resources, such as funds, supplies or other assets.
- Theft, fraud, or dishonesty in connection with the company's business or property.
- Wilful insubordination or disobedience of Superiors.
- Disorderly or indecent behaviours while on duty at the place of work.
- Habitual neglect of work and indiscipline.
- Habitual late attendance and habitual absence without sufficient cause.
- Leaving work without permission or sufficient reason.
- Not abiding by the manpower laws and regulations stipulated by the country of workplace.

3 ETHICS IN OUR BUSINESS ACTIVITIES

We believe that we earn our reputation through honesty, transparency, integrity, and fair dealing and this is an invaluable part of our success. As part of upholding this reputation, there are certain regulations that Atreus Global is subject to and it is essential and mandatory part of the business to ensure that we fully comply, openheartedly.

3.1 Preventing Corruption

Corruption diverts public resources from priorities such as health, education, and infrastructure and impedes economic growth. Corruption is anti-competitive, increases costs and introduces significant uncertainty into doing business.

Atreus Global abides by the laws of any country that it is doing business in especially related to all anti-corruption laws. Due to the ownership of Atreus Global being British, it is by default governed by Bribery Act 2010 (U.K.). These prohibit bribery of government officials and commercial partners.

The company will never offer, directly or indirectly, any form of gift, entertainment or anything of value to any government official or commercial partners including customers or their representatives to: -

- Obtain or retain business.
- Influence business decisions.
- Secure an unfair advantage.

This includes bribes, kickbacks, and facilitation payments.

3.2 Anti-Corruption Policy

The purpose of this policy is to help ensure compliance of Anti-Corruption by Atreus Global, in which we take this extremely seriously.

It is the policy of Atreus Global to comply with all applicable Anti-Corruption laws, including the U.K. Bribery Act 2010 and the local laws in every country in which we do business. This Policy describes what is meant by corruption, what kind of impact it may have on our business, what we should do to prevent corruption and what steps should be taken on the individual who is involved in corruption.

A violation of anti-corruption laws can lead to severe civil and criminal penalties and is cause for disciplinary action (up to and including termination of employment); therefore, it is vital that each person associated with Atreus Global not only understands and appreciates the importance of these policies and procedures, but complies with them in their daily work.

3.2.1 Applicability

Everybody associated with Atreus Global, whose duties are likely to lead to involvement in or exposure to any of the areas covered by the Anti-Corruption Compliance Policy is expected to become familiar with and comply with this policy.

Key areas where we need to be compliant: -

- Atreus Global does not accept and does not condone the acceptance or receipt of bribes from anyone. Employees are prohibited from giving or offering bribes or similar payment whether at home or abroad, to any person or entity (including but not limited to any customers or potential customers, government official, political party, candidate for political office or any intermediaries, such as agents, attorneys/lawyers or consultants) in order to influence official acts or decisions of that person or entity; obtain or retain business or a business advantage for, or direct business to, the company; and/ or secure any improper advantage.
 - Disciplinary actions will not just apply to the person who pays the bribe or offers anything of value, they also apply to the people who have taken action in furtherance of the same.
 - Only payments that are deemed not to violate any Anti-Corruption Laws and company policy are approved.
- Atreus Global acknowledges that the giving and receiving of nominal benefits (such as small gifts, meals, and entertainment) is a common business practice and is intended to strengthen and build long term business relationships. However, before a benefit

(whether given or received) can be considered proper and legitimate under this policy, certain criteria must be met. In general, the benefit in question must: be bona fide; be moderate and reasonable; be legal under the applicable Anti-Corruption Laws; be fully documented; be supported by original receipts; and be accurately recorded in the Company's books and records.

- Practice of providing facilitating or grease payments by any employee on behalf of the company is strictly forbidden.
- Authorizing or encouraging any third-party, including a distributor, reseller, or referral partner to pay bribes or engage in other misconduct is a violation under this policy. Even the knowledge of an improper payment or illegal activity can lead to civil and criminal liability against the Company along with the individual with knowledge.
- Under the Policy the company is also required to accurately, in a detailed manner, record all transactions in the company's books and accounts, and dispositions of assets with prior authorization of the Management. Adhering to the company's internal controls and keeping detailed, accurate descriptions of all payments and expenses is crucial for complying with anti-corruption.
- In Atreus Global, it is every employee's responsibility to read and understand this policy and a lack of understanding will be considered as an offence. We do not compromise with business ethics. Integrity, trust, and our core values lay the foundation for our company policies and continued commitment to our high ethical standards is expected from each employee.

3.2.2 Accountability

The roles and responsibilities with regards to the company's Anti-Corruption compliance are as follows: -

3.2.2.1 Board of Directors

- Ultimate responsibility for ensuring that the company meets its obligations under applicable corruption laws.

3.2.2.2 Human Resource

Administering the company compliance program that will involve: -

- Communicating this policy to all company employees, including managers, executives, and board members.
- Develop and implement Anti-Corruption training programs for company employees and agents whose duties are likely to lead to exposure to international business activities.
- Investigate possible violations or material legal issues.
- Inform the appropriate Director of possible violations or material legal issues.
- Ensure appropriate action is taken to address possible violations.
- Review recent material developments and changes to the U.K. Bribery Act 2010 (or the local laws in every country in which we do business) and incorporate such developments and changes into this policy as appropriate.
- Reporting to the Board of Directors any material violations of the company's compliance program.

3.2.2.3 Finance

- Responsible for implementing and monitoring systems of internal controls and record keeping procedures that comply with the Anti-corruption rules.

3.2.2.4 Leadership Teams

- Responsible for reviewing the adequacy of controls established to ensure compliance with policies and procedures.

3.2.3 Protecting Intellectual Property, Confidential Information, and Invention

Assignment

- You shall not disclose to any person, either during or after your employment with the company, any Confidential Information including information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets, or leaflets, or cause to be disclosed at any time, any information, data, or documents, official or otherwise, relating to the company except with prior written consent of an authorize officer of the company.
- Confidential information, includes but not limited to, any and all technical and non-technical information including patent, copyright, trade secret, and proprietary information, technique, sketches, drawings, models, inventions, Innovations, know-how, processes, apparatus, equipment, algorithms, software programs, software source

documents, and formulae related to the current, future and proposed services and products of the company's customers, names and details of the company's customers suppliers and customers, and includes, without limitation, the company's customers Innovations, property and information concerning research, experimental work, development, design details and specifications, engineering, financial information, procurement requirements, purchasing, manufacturing, business forecasts, sales and merchandising and marketing plans and information ("*Confidential Information*") which according to the company's client are necessarily confidential and form valuable property of the company.

- You shall hand over all records under your possession to the company on separation. You must safeguard company, company's customer, and its customers' Confidential Information even after the termination of your employment or business relationship with company.
- All intellectual property such as trademarks, copyrights, designs etc. developed by you during the subsistence of this agreement either alone or with others shall automatically belong to the company absolutely and you shall have and shall make no claims in respect thereto. You will disclose to us forthwith any discovery, invention, process, or improvement shall belong absolutely to and be the sole and absolute property of the company. If and when required to do so by the company, you shall at the company's expense take out or apply for the patent license or other rights privileges or production as may be directed by us in respect of any such intellectual property, discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things which may be required by us for assignation, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favour or in favour of such other person or persons, firms or companies as we may direct as the sole beneficiary thereof. You acknowledge that there is no further consideration required to be paid for the assignment contemplated in this paragraph and that your compensation paid is good and adequate consideration for the purpose.
- You will not during your employment with the company or at any time thereafter, divulge or make known any information in any way whatsoever relating to the company or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

- You hereby confirm that you have disclosed, fully to the company, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of the company and all circumstances in respect of which there is or there might be, a conflict of interest between the company and you or any immediate relative or associate. You agree to disclose, fully to the company, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with the company, you shall forthwith return to the company all the assets and property of the company (including any leased properties), documents, files, books, papers, memos, or any other property of the company in your possession or under your custody.

3.3 Gifts & Entertainment

In general, it is not acceptable for employees to exchange gifts with customers or business partner since this may imply influence or the potential to influence a decision in favour of the employee/company and compromise objectivity in decision making.

However, the company recognises that with certain holidays and other occasions, it is customary in many parts of the world to give gifts of nominal value to customers and other parties who have a business relationship with the company. Therefore, care must be taken while doing so, so the company does not violate any regulations or do anything that is contrary to the company's values and beliefs.

When the company offers a gift to a customer, a government official or any third party, we should keep the following in mind: -

- It is not done to obtain or retain business or gain an improper advantage in business.
- It is lawful under the laws of the country where the gift is being given and permitted under the policies of the customer or business partner.
- It constitutes a bona fide promotion or goodwill expenditure.
- It is not in the form of cash.
- The gift is of nominal value (on an individual and aggregate basis).
- The gift is accurately recorded in the Company's books and records.
- In any event, you must comply with company procedure of 'Preventing Corruption'.

Accepting Gifts: Acceptance of gifts is not encouraged and should be politely returned to the sender.

3.4 Charitable Contributions

Atreus Global believes that charitable contributions and donations are an integral part of its corporate social responsibility. Typical areas for granting support are basic education needs, social welfare, disaster relief and other similar social causes.

Before making a charitable contribution on behalf of Atreus Global, it is important to abide by the following: -

- The recipient is a registered, tax-paying, recognized organization.
- The contributions are permissible under applicable local laws.
- Contributions are made without demand or expectation of business return.
- Beneficiaries of such contributions should not be related to the directors or any employee of Atreus Global.
- Contributions shall not be made in cash or to the private account of an individual.
- Any amounts contributed or donations made towards charitable causes shall be fairly and accurately reflected in Atreus Global's' books of accounts.

3.5 Transacting with Third Parties

In the case whereby, third party agents are required to interface with government authorities on behalf of Atreus Global, it is essential and necessary for the company to verify the credentials and reputation of such a third-party agent prior to any agreement with them and ensure that a formal contract is executed, including appropriate provisions requiring the third-party agent to comply with applicable anti-corruption and local laws.

The company ensures that the fee, commission or other remuneration paid to intermediaries or third party agents is reasonable, bona fide and commensurate with the functions and services performed. The company should keep track of such expenses so that they are fairly and accurately reflected in Atreus Global's books of accounts.

Any transactions, contractual agreements for any third parties (especially if related to governmental agency) can only be authorized/approved and signed off by the Chief Executive Officer of Atreus Global.

3.6 Fair Practices and Conflict of Interest

When the interests or benefits of one person conflict with the interests or benefits of the Company, a conflict of interest occurs.

3.6.1 For Employer

The company aims to provide equal access to opportunity and fairness in dealings with all employees by enabling an inclusive culture that encourages diversity.

To achieve this: -

- Decisions relating to recruitment, training, promotions, and opportunities for career growth is based only on merit: a person's qualifications, experience and accomplishments and no other criteria.
- Remuneration and roles will be based only on experience and talent.
- Performance will also be judged on objective criteria and defined goals.
- There will be no discrimination based on colour, caste, religion, ethnicity, marital or family status or any other characteristic that has no bearing on work.

3.6.2 For Employee

The company requires an employee to be fair, honest and objective in all its actions and decisions and avoid any matter that may lead to a conflict between the interests of the company and the employee. An employee shall not misuse his/her position in the company for personal gain.

The following conflicts of interest are prohibited for an employee of the company: -

- Engaging directly or through a relative in an entity that has a business relationship with the company or offers services/ products to the company.
- Having a financial or strategic interest in an entity that has business relations with the company.
- Serving on the Board of any other company without prior approval.
- Providing services/products to an entity that is a competitor to the company.

- Misusing company's resources or name to promote an external activity even if for a charitable cause and done for free.
- Influencing even if indirectly, a business transaction in which a relative or a friend is involved, particularly when in a leadership position.
- Obtaining favours, discounts or special privileges from an entity or person who has the potential or intent to engage in a business relationship with the company.
- All potential conflicts of interest need to be reported promptly in advance and approval obtained by authorized person in the company.

3.7 Fraud

Fraud, by act or conduct is a deliberate concealment of what should have been disclosed or misrepresentation of a fact to deceive or cheat to obtain an advantage or cause loss or damage to the company.

Fraud will not be tolerated at Atreus Global and as an employee, it is expected and a must, that one will: -

- Be honest in all dealings with the company and any Business Associates. The employee is prohibited from wilfully providing incorrect information or concealing relevant data.
- Report promptly any instance of fraud or threat of fraud to one's direct reporting Superior or directly to the Chief Financial Officer of the company.
- Not appropriate company property, funds or any item of value that belongs to the company nor claim reimbursements that one is not entitled.
- Not alter or forge cheques, financial records, or company data.

4 PROTECTING COMPANY ASSETS

4.1 Company Confidential Information

For the Company, its confidential information is a valuable asset, and every director, employee and agent of the company must protect it. Confidential information includes all non-public

information. It also includes personal information (regardless of its source) that is obtained in the course of business.

Unless the company has provided its specific consent, which should preferably be in writing, or there is a legal or professional right or duty to disclose, the company is prohibited from disclosing confidential company information. Confidential or proprietary information about clients, our company, or other parties, which has been gained through employment or affiliation with Atreus Global, may not be used for personal advantage or for the benefit of third parties.

4.2 Improper Opportunities

Confidential information regarding financials, sales opportunities or strategic growth plans may be received by the employee as part of the job role and scope. It is not expected that this information will be traded for any personal benefit. Neither should this information be passed on to friends and family members or to indirectly compete with the company. Information obtained as part of the job should not be taken advantage of even after the employee leaves the company.

4.3 Providing Information to the Media and Communications

To protect our confidential information from misuse and to ensure that only accurate information about the Company is disclosed, it is acknowledged that: -

- All external communication regarding any information relating to the company may be done only by authorized persons. No other person can speak with or disseminate information or provide views about the company with external parties.
- Not disclose or discuss even in a casual manner any information, particularly financial or performance related information about the company with your friends or relatives or any third party.
- Any company related social media or blogs should not be used at any time to discuss matters relating to company matters or policy; this is strictly prohibited. Do not post on a social networking site or give to the media (whether on or off record) any casual comments that may be mistaken or imply endorsement of the same by the company. Matters that are sensitive in nature like comments about religion, caste, gender, professional community, or political affiliations are to be strictly avoided.

- If you have been invited to speak at a public forum, please obtain the approval of your manager in advance. No confidential or proprietary information about the company may be used for such talks or presentations. It is also necessary to add in any presentation or on a personal blog, a disclaimer that the views expressed are personal and do not represent the company's viewpoint.
- You will not make any comments or give your views to the media (whether off record or on record).

4.4 Expense Claims

- Each supervisor, manager, and individual employee has an obligation to each other and to the company to comply with Atreus Global business expenses and reimbursement policies and practices.
- All business-related expense claims must be authorized by the manager before being incurred. Personal expenses will not be reimbursed by the Company.

5 DEALING WITH OTHERS

5.1 Managing Government Agency Relations

While all our customers are treated with respect, we should be especially careful while dealing with government customers. There are significant penalties in many countries, including debarment and monetary penalties for companies that fail to follow the law while working for government customers.

The principles set out in *'Preventing Corruption'* must be strictly followed by all who interact with government officials especially with respect to gifts and entertainment. The company should not attempt to influence government employees in any manner other than what is agreed in the contractual arrangement with the government.

Similarly, the company should not initiate discussions for any contract with any business in which a government official or employee holds a significant interest, without the prior approval of the Chief Executive Officer of Atreus Global.

Therefore, it is a **MUST** when dealing with governmental agencies to: -

- Ensure that the highest standards of business conduct are followed.
- Contact or engage with the relevant government agency only if authorized in writing to do so on behalf of the company.
- If in doubt, escalate the matter to your seniors, do not attempt to resolve on your own.
- When seeking resolution or clarification of various legal issues, ensure all engagements must be in line with normal business conduct and based on merit.
- Be careful to provide accurate and complete data when information or documents relating to the company are sought.
- Co-operate fully and courteously with officials who are authorized to investigate or inquire or seek information or data.
- Retain and preserve all relevant information and data for reporting, compliance, or investigation.

and **DO NOT**: -

- Attempt to exert undue influence to obtain a favourable decision.
- Knowingly destroy, alter, conceal any records or data in physical/ electronic form.
- Obstruct directly or otherwise access to information or records that are sought.
- Provide false or misleading information or create false data or records.

5.2 Understanding Political and Religious Affiliations

The company respects the right of every employee to have political and religious beliefs and affiliations that are legal and permitted by law. However, all political and religious issues are personal in nature and cannot be performed in office time, on office premises or involve office colleagues.

It is acknowledged that the employee **MUST NOT**:

- Use company's time, money, or resources to support or encourage political activities.
- Solicit contributions for any religious or political activity or conduct any such activity in the office premises. However, offices may celebrate common and well-known religious festivals such as Idul Fitri, Christmas, Diwali or in which all employees are invited to participate in.

- Contribute company funds for any political purpose.
- Undertake or participate in any political or religious propaganda within the office premises.
- Join or be a member of any banned or extremist outfit.

5.3 Commitment to our Customers and Partners

We must deal fairly with the company's customers and partners, service providers, competitors, and anyone else with whom we interact while at work. We should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of facts or any other unfair dealing practice.

Therefore, it is expected that we support our business ecosystem by: -

- Being responsive and polite in all our dealings and discussions; never raising a voice or abuse a customer even if he/ she does not have a valid argument.
- Represent fairly and correctly the available information; do not exaggerate the quality, features and availability of a product or service.
- Endeavouring to understand the issue from the customer's perspective and try to provide solutions.
- Never provide misleading or false assurances or information at any time.
- Never sharing confidential and personal information of the customer with any person unless legally required to do so.
- Understanding that the company values its relationship with all Partners and Business Associates and acknowledges their contribution to its success and growth. It aims to create an equitable and conducive atmosphere for doing business with the company.