

Code of Conduct Policy

1.0 Policy Brief & Purpose

This policy outlines our expectations regarding employee's behavior towards their colleagues, supervisors and overall organisation.

2.0 Scope

- This policy applies to all our employees regardless of employment agreement or rank.

3.0 Policy Elements

Company employees are bound by their contract to follow our employee Code of conduct while performing their duties.

4.0 Compliance with law

All employees must protect our company's legality. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

5.0 Respect in work place

All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimisation. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

6.0 Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse company equipment
- Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

7.0 Professionalism

all employees must show integrity and professionalism in the workplace:

- **Personal Appearance**
All employees must be of smart appearance
- **Job duties and authority**
All employees should fulfil their job duties with integrity and respect toward customers and suppliers. Supervisors and Managers mustn't abuse their authority. We expect them to delegate duties to their team members taking

into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

8.0 Absenteeism and tardiness

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But generally, we expect employees to be punctual when coming to and leaving from work.

9.0 Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleague's work.

10.0 Communication

All employees must be open for communication with their colleagues, supervisors or team members.

11.0 Conflict of Interest

During your employment with Bee Lighting Ltd, you must not place yourself in a position in which your interests conflict with those of Bee Lighting Ltd.

12.0 Policies

All employees should read and follow our company policies. If they have any questions, they should ask their managers or Human Resources (HR) Department