



"Be Alive With 'TRUST'"

Code of Conduct

15/10/2019

This Code of conduct has been approved by the board and applies to COPPEX employees and customers.

Acting Professionally

- We deliver professional products in accordance with COPPEX policies and relevant technical and professional standards.
- We compete vigorously, engaging only in practices that are legal and ethical.
- We meet our contractual obligations, and report and charge honestly for our services.
- We respect the confidentiality and privacy of our clients, our people and other with whom we do business.
- We comply with applicable laws, regulation and professional standards in order to maintain the appropriate degree of confidentiality and privacy.
- It is unacceptable for us to solicit, accept, offer, promise and pay bribes.

Respecting Others

- We treat our colleagues, client and other with whom we do business with respect, dignity, and courtesy.
- We are committed to maintaining a work environment that is free from discrimination, harassment, and retaliation.
- We try to balance work and private life and help other to do the same.
- We invest in the ongoing enhancement of our skills and abilities.
- We provide a safe working environment of our people.

Corporate Citizenship

- We express support for fundamental human rights and avoid participating in business activities that abuse human rights.
- We act in a socially responsible manner, within the law, customs, and traditions of the countries in which we operate.
- We aspire to act in a manner that minimizes the detrimental environment impact of our business operations.
- We are committed to supporting international and local efforts to eliminate corruption and financial crime.

COPPEX, 15/10/2019