

Code of Conduct and Ethics (CoCE)

1. Learning Objectives

2. Introduction to Code of Business Conduct and Ethics

- 2.1. Why is it important?
- 2.2. Who does the code apply to?
- 2.3. What are the responsibilities of employees under the Code?
- 2.4. What if the code is violated?
- 2.5. How to report concerns?

3. Maintaining Personal Integrity

3.1. Conflict of Interest

3.1.1. Introduction

3.1.2. Business dealings with relatives or close associates

3.1.2.1. Scenario based assessment

3.1.3. Personal financial investments or business dealings with companies having a relationship with the organization

3.1.3.1. Scenario based assessment

3.1.4. Taking up outside employment

3.1.4.1. Scenario based assessment

3.1.5. Directorship/advisory positions in external companies

3.1.5.1. Scenario based assessment

3.1.6. Engaging vendors or suppliers of the organization for personal use

3.1.6.1. Scenario based assessment

3.2. Gifts, Meals, and Entertainment (GME)

3.2.1. What are Gifts, Meals, and Entertainment?

3.2.2. Key points pertaining to both receiving and GME

3.2.3. Scenario based assessment

3.2.4. GME Activity

3.3. Anti-Bribery and Corruption

3.3.1. Introduction

3.3.2. What should you do?

3.3.3. Scenario based assessment

3.4. Insider Trading

3.4.1. Introduction

3.4.2. What can UPSI include?

3.4.3. What should you do?

3.4.4. Scenario based assessment

4. Maintaining Commercial Integrity

4.1. Preventing Money Laundering and Tax Evasion

4.1.1. Introduction

4.1.2. What should you do?

4.1.3. Scenario based assessment

4.2. Fair Competition and Compliance with Local Trade Laws

4.2.1. Introduction

4.2.2. What should you do?

4.2.3. Scenario based assessment

4.3. Maintain Accurate Business Record

5. Protecting The Company Assets

5.1. How to safeguard the company assets?

5.1.1. Scenario based assessment

5.2. Protecting Company Information

5.2.1. Public Information & private information

5.2.2. How to protect and manage company information?

5.2.3. Scenario based assessment

6. Social Media Policy

6.1. Scenario based assessment

7. Conduct at Workplace

7.1. Equal Opportunity and Non-Discrimination

7.2. Prohibited drugs and substance

7.3. Health, Safety and Personal Security

7.4. Human Rights

8. Conclusion