



ETHIC CODE

Group Kube is a leader in consulting and recruitment services across all sectors of industries and throughout most geographical locations. Kube strives to operate in an exemplary manner and upholds the laws and regulations of the countries in which it operates, conducting its business honestly and ethically wherever we operate in the world.

Kube is subject to local and international laws and regulations. We all must comply with all applicable laws and regulations.

We want to create a reputation for honesty, fairness, respect, responsibility, integrity, trust and sound business judgment. We will not accept any illegal or unethical conduct on the part of directors, employees, or consultants.

We are all (directors, employees, consultants) scrupulously impartial and honest in all affairs relating to Kube and their job within it. We also bear a responsibility as employees to act as ambassadors for Kube and its group of companies. We must act in a manner that enhances Kube's reputation in the business community. Integrity is, and must continue to be, the basis of all our business relationships.

We all have right to report violations of the laws, this Code or any other Kube's policies. And more importantly, we also have a duty to report suspected violations (Whistleblowing). No retaliation will be taken against any employee who reports suspected violations in good faith.

PROFESSIONAL CONDUCT

- **Integrity, Independence and Professionalism**

We develop the necessary competence and confidence in our people to enable them to carry out their jobs in a professional manner.

We act with the highest standards of integrity, honesty, diligence and appropriate behavior at all times in our business and professional dealings.

We conduct our business in a manner which enhances the operation, image, and reputation of the industry.

We do not act in any way bring the industry into disrepute.

We are competent and efficient in the performance of assigned duties. We refrain from conduct which might impair work performance.

- **Bribery and other Corrupt Behavior**

We define a bribe as giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person from having already done so.

If a member of the staff bribes (or attempts to bribe) another person, it will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. The member of the staff will be subject to formal investigation, and disciplinary action up to and including dismissal may be applied.

- **Gifts and use of public resources**

Under no circumstances may a member of the staff solicit, either directly or indirectly, gifts and hospitality for personal use, gain or benefit. Under no circumstances may a member of the staff accept the offer of any unsolicited gift on a scale which could affect the ability of a member of the staff to exercise independent judgement on Kube matters. This applies whether the gifts or hospitality are offered within, or outside normal working hours.

The only exceptions to this are trivial gifts: such as calendar, diary, chocolates or mugs can be accepted. All other gifts must be politely refused.

Limited personal use of Kube facilities such as electronic mail and telephone is permissible, provided that such does not interfere with work and is not connected with private/personal business interests.

We ensure that resources provided are used for the purpose for which they were provided, treated with care, maintained and properly secured against theft or misuse.

- **Human Rights**

One of our vital values at Kube is a commitment to provide proper conditions for our employees and to ensure our suppliers offer similar standards. We respect the personal dignity, privacy and personal rights of every employee and we are committed to maintaining a workplace free from all discrimination and harassment.

At Kube we recognize cultural differences and support internationally agreed conventions on human rights and labor rights, including the Universal Declaration of Human Rights and ILO's Declaration of Fundamental Principles and Rights at Work. We dissociate ourselves from all forms of slavery, torture, cruel, inhuman or degrading treatment, working conditions that are a threat to life or health, child labor and heavy, irreversible environmental damage.

- **No discrimination, respect and support for Colleagues**

We respect diversity and we do not unfairly discriminate against people.

We establish working practices that safeguard against any lawful or unethical discrimination.

We make sure our views about a person's religion, race, gender reassignment, identity, sex and sexual orientation, age, disability, marital status or any other factors, do not affect how we provide our professional services.

We treat all clients and candidates with dignity and respect.

We believe that people flourish in an open and supportive workplace. We encourage teamwork,

discussion and debate to help make the best decisions.

- **Recruitment**

We ensure that we all fully document the recruitment process from the initial client brief through to offer stage.

We maintain the high standards of integrity in all advertising and marketing.

We supply candidates with full details of the job and conditions of employment in accordance with requirements of current legislation, especially towards tax regulation.

We keep candidates informed of the outcome of their application in a timely manner.

We obtain permission from the candidate before forwarding on a CV.

- **Confidentiality**

We respect the confidentiality of both clients and candidates.

We never disclose confidential information without consent unless required to do so by the law.

These standards of conduct are mandatory and form a fundamental part of the employment contract.

Kube Group will review this Code of Conduct periodically.