



# Business Code of Conduct

At Albert Invent, we are committed to upholding the highest standards of ethical conduct, professionalism, and integrity in all our business activities. Our Code of Conduct sets out clear expectations and guidelines for all employees, contractors, and stakeholders to ensure a positive work environment and responsible business practices. This policy aligns with industry best practices and regulatory requirements.

## **Compliance with Laws, Regulations, and Industry Standards:**

All individuals associated with Albert Invent must comply with applicable laws, regulations, and industry-specific standards relevant to their roles and responsibilities.

It is essential to stay updated on legal requirements and promptly report any concerns or violations.

## **Ethical Behavior and Integrity:**

We expect all individuals to demonstrate unwavering honesty, integrity, and ethical behavior in all business dealings.

Avoid conflicts of interest, and when they arise, disclose them promptly to the appropriate authority.

## **Respect, Inclusion, and Diversity:**

Treat all individuals with respect, dignity, and fairness, regardless of their race, ethnicity, gender, age, religion, disability, sexual orientation, or any other characteristic.

Foster an inclusive and diverse work environment that values and respects different perspectives, experiences, and backgrounds.

## **Workplace Environment:**

Maintain a safe, healthy, and supportive workplace environment, free from discrimination, harassment, bullying, or any form of disrespectful behavior.

Promote teamwork, open communication, and collaboration among employees at all levels.

## **Confidentiality and Data Protection:**

Safeguard confidential information, trade secrets, and intellectual property of Albert Invent and its clients.

Protect personal data in accordance with applicable data protection laws and industry best practices.

## **Anti-Corruption and Bribery:**

Prohibit engagement in any form of bribery, corruption, kickbacks, or unethical practices.

Comply with anti-corruption laws and regulations, both locally and internationally, and report any suspected violations promptly.

## **Financial Integrity and Transparency:**

Maintain accurate and transparent financial records, adhering to applicable accounting standards and principles.

Prohibit engaging in fraudulent activities, misrepresentation, or any form of unethical financial practices.

**Responsible Use of Company Resources:**

Use company resources, including technology, equipment, and information, responsibly and solely for business purposes.

Protect and preserve company assets, preventing misuse or unauthorized access.

**Environmental Responsibility:**

Promote sustainable practices, minimize waste generation, conserve resources, and reduce the environmental impact of our operations.

Comply with environmental laws and regulations and strive for continuous improvement in our environmental performance.

**Reporting Concerns and Non-Retaliation:**

Encourage individuals to report any suspected violations of this Code of Conduct through designated channels, ensuring confidentiality and protection against retaliation.

Investigate reported concerns promptly and take appropriate action to address any substantiated violations.

Consequences of Violations:

Violations of this Code of Conduct may result in disciplinary action, including but not limited to verbal or written warnings, retraining, suspension, termination of employment or business relationship, and legal proceedings if warranted.

**Remote Working:**

When working remotely, individuals are expected to adhere to the same standards of conduct as when working in a physical office.

Respect confidentiality and data protection guidelines when handling company information and client data remotely.

Use secure and approved technology and communication channels to safeguard sensitive information.

Maintain a professional work environment and dress appropriately during virtual meetings and interactions.

Follow applicable policies and procedures related to remote work, including timekeeping, productivity, and communication protocols.

Maintain open and transparent communication with managers and colleagues, ensuring timely responses and collaboration.

Adhere to health and safety guidelines when setting up a remote workspace, taking necessary measures to prevent ergonomic issues or potential hazards.

Regularly review and comply with any additional remote work policies or guidelines issued by Albert Invent.

By incorporating this clause on remote working, Albert Invent acknowledges the evolving work landscape and provides clear expectations for individuals engaging in remote work arrangements.

**Regular Review and Update:**

We are committed to regularly reviewing and updating this Code of Conduct to reflect evolving best practices, regulatory requirements, and stakeholder expectations. The responsibility for upholding and promoting this Code lies with every individual associated with Albert Invent.