



# CODE OF CONDUCT

Empowering through excellence.

Your guide to COLI Group.



# Code of Conduct

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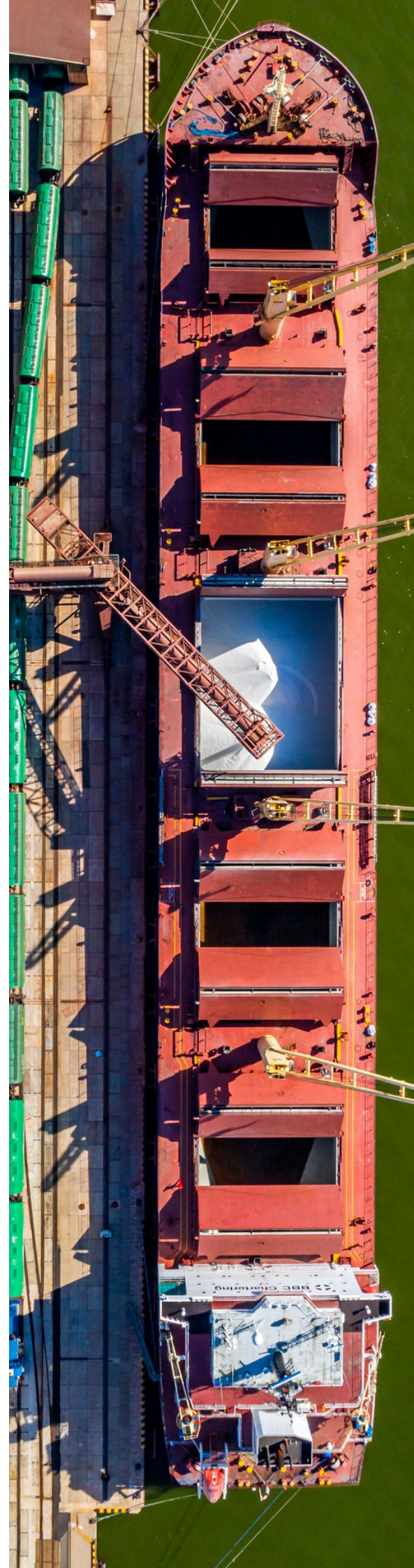
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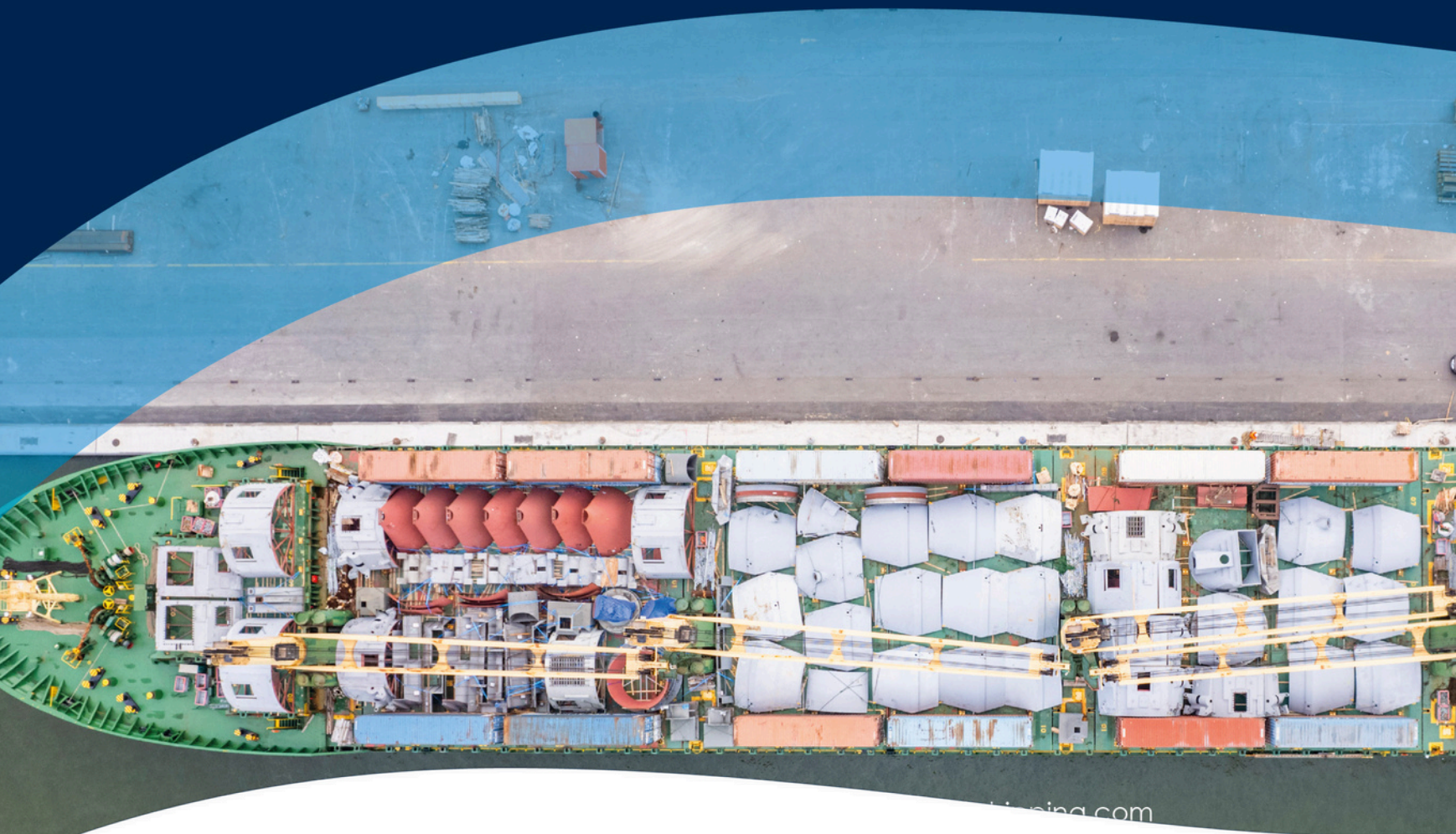
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# Welcome to COLI Group

We are thrilled to have you join our team and become a part of our COLI family. Your skills, experience, and enthusiasm are a great addition to our dynamic team, and we're excited to see the impact you'll make.

At COLI, we believe in fostering a supportive and collaborative environment where everyone can thrive. As you settle into your new role, please know that we're here to support you every step of the way. Feel free to reach out with any questions, ideas, or if you just need a friendly chat.

Your journey with us starts today, and we are confident that you'll find both challenges and opportunities that will help you grow professionally and personally. We encourage you to dive in, get to know your colleagues, and take full advantage of all the resources and opportunities available to you.

Once again, welcome aboard! We're excited to have you with us and look forward to achieving great things together.

All the best,  
COLI Group





## PURPOSE AND SCOPE

The purpose of this Code of Conduct is to provide guidelines for expected behavior and responsibilities of all employees within the company. It aims to promote a professional, respectful, and ethical workplace.

This Code of Conduct applies to all employees, contractors, and temporary workers at all levels of the organization.



## 1. PROFESSIONALISM AND INTEGRITY

- **Honesty and Integrity:** Employees are expected to act with honesty and integrity in all interactions, both within and outside the organization. This includes being truthful in communications, fulfilling promises, and maintaining transparency in business practices.
- **Confidentiality:** Employees must maintain the confidentiality of sensitive company information, as well as the personal information of clients, colleagues, and partners. Unauthorized disclosure of such information is strictly prohibited.
- **Conflict of Interest:** Employees should avoid situations where personal interests could conflict with the interests of the company. Any potential conflicts should be disclosed to the management immediately.

## 2. RESPECT IN THE WORKPLACE

- **Anti-Discrimination:** The company is committed to providing a work environment free from discrimination. Employees must treat colleagues, clients, and partners with respect, regardless of race, gender, age, religion, sexual orientation, disability, or any other characteristic protected by law.
- **Harassment:** Harassment of any kind, including sexual harassment, bullying, and any form of intimidation, will not be tolerated. Employees are expected to foster a workplace that is safe, inclusive, and free from any form of harassment.
- **Communication:** Employees are expected to communicate in a clear, respectful, and professional manner. This applies to verbal, written, and electronic communications within and outside the company.

## 3. RESPONSIBILITY AND ACCOUNTABILITY

- **Punctuality and Attendance:** Employees are expected to be punctual and maintain regular attendance. Any absences should be communicated to the appropriate supervisor as early as possible.
- **Job Performance:** Employees are responsible for performing their job duties to the best of their abilities, meeting deadlines, and adhering to company policies and procedures. Continuous improvement and professional development are encouraged.
- **Use of Company Resources:** Employees must use company resources, including equipment, funds, and time, responsibly and for business purposes only. Any misuse of company resources is prohibited.



## 4. COMPLIANCE WITH LAWS AND POLICIES

- **Legal Compliance:** Employees must comply with all applicable laws, regulations, and company policies. This includes, but is not limited to, labor laws, health and safety regulations, and data protection laws.
- **Ethical Standards:** Employees should conduct business in an ethical manner, avoiding practices that could harm the company's reputation or violate legal and ethical standards.

## 5. HEALTH, SAFETY, AND ENVIRONMENT

- **Workplace Safety:** Employees must adhere to all safety guidelines and report any unsafe conditions or practices to their supervisor. Ensuring a safe working environment is a shared responsibility.
- **Environmental Responsibility:** Employees are encouraged to adopt environmentally friendly practices, such as reducing waste, recycling, and conserving energy, in accordance with the company's environmental policies.

## 6. SOCIAL MEDIA AND PUBLIC REPRESENTATION

- **Social Media Use:** Employees should be mindful of their online presence and the potential impact on the company's reputation. Personal use of social media should not conflict with work responsibilities, and company information should not be disclosed without authorization.
- **Public Statements:** Only authorized personnel are allowed to speak on behalf of the company. Employees should refrain from making public statements or engaging with the media on behalf of the company unless specifically authorized to do so.

## 7. REPORTING AND ACCOUNTABILITY

- **Reporting Violations:** Employees are encouraged to report any violations of this Code of Conduct or any other unethical behavior. The company will not tolerate retaliation against those who report violations in good faith.
- **Disciplinary Action:** Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment. The company reserves the right to take legal action if necessary.



## 8. CONTINUOUS IMPROVEMENT

- **Feedback:** Employees are encouraged to provide feedback on the Code of Conduct and suggest improvements. The company is committed to maintaining a high standard of ethics and professionalism.
- This Code of Conduct will be reviewed annually to ensure its relevance and effectiveness. Updates will be communicated to all employees.

## The Management





**Solutions beyond  
the ordinary**

