



InAsia Consulting Services Code Of Conduct POLICY

Employment & Workplace

- **Equal Employment Opportunity & Nondiscrimination**

InAsia Consulting Services believes that all terms and conditions of employment should be based on an individual's ability to do the job; not on the basis of personal characteristics or beliefs. InAsia Consulting Services provides employees with a working environment free of discrimination, harassment, intimidation or coercion related directly or indirectly to race, religion, sexual orientation, political opinion or disability. It requires the same of all companies with which it has business relations.

- **Forced Labor**

InAsia Consulting Services does not use, or permit the use of, prison-, slave-, indentured-, or forced labor in the procurement or manufacture of any of the products it assists in sourcing.

- **Child Labor**

InAsia Consulting Services does not allow utilization of child labor in any of the production environments in which it assists with the sourcing of products. InAsia Consulting Services does not employ, or allow employment of, any person under the age of 15 (or 14 where local law allows), or the age at which compulsory schooling has ended, whichever is greater.

- **Hours of Labor**

InAsia Consulting Services maintains reasonable employee work hours based on the limits on regular and overtime hours allowed by local law, or where local law does not limit the hours of work, the regular work week. Overtime, when necessary, is fully compensated according to local law, or at a rate at least equal to the regular hourly compensation rate if there is no legally prescribed premium rate. Employees are permitted reasonable days off (at least one day off in every seven-day period) and leave privileges. It requires the same of the all companies with which it has business relations.

- **Compensation**

InAsia Consulting Services fairly compensates its employees by complying with all applicable laws, including minimum wage laws, or the prevailing local industry wage, whichever is higher. It requires the same of the all companies with which it has business relations.

Concern for the Environment

InAsia Consulting Services believes it is the duty of every person and corporate entity to protect the environment; we do this by complying with all applicable environmental laws and regulations.



Ethical Business Practices

- **Sensitive Transactions**

It is InAsia Consulting Services' policy to prohibit employees from entering into sensitive transactions -- business dealings generally considered to be either illegal, immoral, unethical or to reflect adversely on the integrity of the company. These transactions usually come in the form of bribes, kickbacks, gifts of significant value or payoffs made to favorably influence some decision affecting a company's business or for personal gain of an individual.

- **Commercial Bribery**

InAsia Consulting Services prohibits employees from receiving, directly or indirectly, anything of value in return for using or agreeing to use his or her position for the benefit of that other person. Similarly, commercial bribes, kickbacks, gratuities and other payoffs and benefits paid to any customer or supplier to induce business is strictly prohibited. However, this does not include expenditures of reasonable amount for meals and entertainment of customers/suppliers if they are otherwise lawful; such transactions shall be included on expense reports and approved as required by company procedures.

- **Confidential or Proprietary Information**

InAsia Consulting Services take extra care to maintain customers'/suppliers' trusts and confidences. Therefore, it prohibits employees from disclosing confidential or proprietary information outside the company that could be harmful to our clients, or to the company itself. Such information may only be shared with other employees on a need-to-know basis. Where necessary and required by the customer/supplier, confidentiality agreements shall be documented and monitored to ensure adherence.

- **Fraud and Similar Irregularities**

InAsia Consulting Services strictly prohibits any fraudulent activity that might injure the customers and/or suppliers it associates with. Procedures concerning the recognition, reporting and investigation of any such activity are in place to ensure protection of the company and its clients/customers/suppliers.