



Code of Ethics Policy

MONA

INTRODUCTION:

Our company is committed to conducting its business in an ethical and responsible manner. This code of ethics sets out our commitment to ethical conduct and provides a framework for our employees to act with integrity, professionalism, and respect for others.

1. Ethical Conduct:

- 1.1 Our employees must conduct themselves in an ethical and professional manner at all times.
- 1.2 We will not engage in any activity that is illegal or unethical.
- 1.3 We will comply with all applicable laws and regulations.
- 1.4 We will act with honesty, integrity, and transparency in all our business dealings.

2. Conflicts of Interest:

- 2.1 Our employees must avoid conflicts of interest between their personal interests and the interests of the company.
- 2.2 We will disclose any actual or potential conflicts of interest to our manager, the company's legal department, or another designated point of contact.
- 2.3 We will not use our position with the company for personal gain or to benefit our family members, friends, or other associates.

3. Fair Competition:

- 3.1 Our employees must comply with all applicable antitrust and competition laws and regulations.
- 3.2 We will compete fairly and ethically in all our business dealings.
- 3.3 We will not engage in any activity that could be construed as collusion, price-fixing, or other anti-competitive behaviour.

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4. Confidentiality:

4.1 Our employees must maintain the confidentiality of confidential and proprietary information belonging to the company or our customers.

4.2 We will not disclose confidential or proprietary information to third parties without proper authorization.

4.3 We will use confidential or proprietary information only for legitimate business purposes.

5. Respect for Others:

5.1 Our employees must treat each other and all our business partners with respect and dignity.

5.2 We will not engage in any form of discrimination, harassment, or retaliation.

5.3 We will promote a work environment that is free from discrimination, harassment, and retaliation.

6. Reporting and Investigation:

6.1 Our employees must report any suspected or actual violations of this code of ethics to their manager, the company's legal department, or another designated point of contact.

6.2 We will investigate all reported incidents of ethical violations promptly, thoroughly, and impartially.

6.3 We will take appropriate action against any employee who violates this code of ethics, up to and including termination of employment.

CONCLUSION:

Our company is committed to conducting its business in an ethical and responsible manner. This code of ethics sets out our commitment to ethical conduct and provides a framework for our employees to act with integrity, professionalism, and respect for others. We believe that ethical conduct is essential to maintaining the trust and confidence of our customers, suppliers, and other stakeholders.