



Employee Code of Conduct

Introducing GlobalBees Code of Conduct:

Our Employee Code of Conduct has been created to help you understand our core values and the behaviours expected to support them. It provides guidance and support for every employee, with high standards of ethical behaviour and compliance with local laws and regulations being essential to protecting the reputation and long-term success of our business.

We must constantly live up to our values so our clients, stakeholders and colleagues are confident they can put their full trust in us.

Your commitment to this Code:

Every GlobalBees employee must comply with the code of conduct as specified & acknowledged in Appointment Letter. You must make time to read and understand this document and in case of any questions or advice needed, please speak to your local HR team.

1. Model Code of Conduct:

1.1 Your Responsibilities

Everyone in our business has particular responsibilities, including:

- Leading by example
- Open and transparent communication
- Promoting and being a role-model of good ethical behaviour and business conduct, including complying with all laws and regulations
- Ensuring you have access to and receive training on ethical issues and policies relating to this Code
- Promoting an environment where our colleagues feel confident to able to raise ethical concerns and that they are taken seriously and followed-up

1.2 Zero Tolerance

While this Code gives you guidance for certain situations, there are specific areas where we have a zero-tolerance policy:

- Unsafe, illegal or unethical working practices
- Violence, aggression and discrimination, bullying and harassment in relation to sexual orientation, gender identity, race, colour, religion, age, disability, gender, marital status, union membership or political affiliation

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- Bribery and corruption
- Retaliation against anyone who speaks up and does the right thing

Employees are expected to demonstrate highest standards of honesty and integrity at all times. No unethical practices shall be tolerated.

1.3 Speak Up

Speak Up is the reporting of suspected wrongdoing at work by an employee, the company or a supplier or business partner. Our Speak Up policy exists to help you speak up in situations where you suspect dangerous, illegal, harmful or fraudulent activity is taking place, or when you or your colleagues are being treated unfairly.

GlobalBees conducts its business to the highest standards of integrity and honesty, and we expect you to maintain these same standards in everything you do. To work out the right thing to do in any situation, ask yourself:

- Is it legal?
- Is it ethical?
- Does it comply with company's policy?

If the answer to any of these is 'no' then we expect you to speak up.

Who should I speak to?

If you see or hear something you think is wrong or dishonest while you are at work, please speak to your manager or Human Resource Business Partner.

2. Our People

2.1 Workplace and Personal safety

We work to ensure the workplace safety of our employees and all other stakeholders. Workplace includes your normal place of work but, also company events and travel on company business. We expect all our employees to play their part in making GlobalBees safer and ensuring their team has the right equipment, training and knowledge to guarantee a safe working environment.

2.2 Diversity, Equality and Inclusion

We promote a diverse, inclusive and equal workplace both internally and externally. Every employee is expected to treat everyone with whom we have contact with dignity, courtesy and respect.

At GlobalBees we treat our colleagues, candidates, clients and business partners fairly and on merit. We hire, promote and reward our employees based on their capabilities and skills. Gender, race, colour, ethnic or national origins, marital status, family circumstances, age, disability, sexual orientation, gender identity, political or religious belief are NOT relevant to personal and team performance at work.

Our employees and other stakeholders have the right to work in a safe environment free from discrimination, bullying or harassment. We support and uphold human rights principles and international standards.

2.3 Harassment free Workplace

Every employee has the right to a working environment free from harassment and intimidation. We have a zero-tolerance approach to harassment and intimidation.

What constitutes harassment?

Harassment is unwanted conduct which is reasonably considered to have the purpose or effect of:

- Violating the recipient's dignity
- Creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient

At all times every employee has a personal responsibility to behave in a manner that is not offensive to others. Line managers and Human Resource personnel are responsible for communicating this policy to employees and for investigating any complaints of harassment against any member of their team.

2.4 Drugs and Alcohol

GlobalBees is a drug-free workplace. While at work and attending business-related activities (e.g. client meetings) in any location you are strictly prohibited from using or being under the influence of alcohol or illegal drugs. From time to time the Company may organise events or occasions where alcohol is served (on or off premises). You are always expected to drink responsibly at these times

2.5 Sustainability

We believe that developing a sustainable business is not only the best way to help look after our environment, but also contributes to delivering a successful and ethical company. Our environmental impact is relatively small, but we all still have a responsibility to look after it.

3 Our Business:

At GlobalBees, we believe in doing things the right way by following a zero-tolerance policy and by ensuring that there is no conflict of interest.

3.1 Bribery and Corruption

GlobalBees operates a zero-tolerance policy to bribery and corruption. We do not offer or accept bribes or improper inducements, including facilitation payments, to secure business or to gain any advantage for either the Company or for any individual. We do not abuse our position for personal gain or advantage and actively refrain from any misleading or deceptive accounting or financial reporting practices. You must take all reasonable steps to ensure everyone you work with does the same.

3.2 Gifts and Hospitality

Maintaining high quality professional relationships with our clients is essential to the success of our business. Sometimes we provide or receive business courtesies such as reasonable entertainment and modest gifts. However, we never allow these courtesies to affect our ability to make objective, professional decisions or give the perception that our objectivity has been compromised. Refer to your line manager or Human Resources team on what is and isn't acceptable.

3.3 Conflicts of Interest

We avoid conflicts of interest. Always act in the best interest of our organization. Don't let your personal

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interests' conflict – or appear to conflict – with the Company's interests. Even the perception of a conflict of interest can damage our business and reputation. This happens when your personal interests could affect your judgement and conflict with GlobalBees interests. Conflicts of interest can arise in many situations. Where requested, you should always disclose your interest to your line manager and remove yourself from the decision-making process.

3.4 Family and Friends

We take special care to ensure that our personal interests do not conflict with our responsibilities. You should not directly or indirectly supervise, or use influence to favour, anyone with whom you have a family or close personal relationship, including family members.

In certain circumstances, and at company's discretion, it may be necessary to reassign someone to avoid a conflict of interest, or to take steps to maintain a harmonious and productive work environment. Interviewing, hiring or engaging a family member or close personal friend as an employee, consultant or business partner creates a conflict of interest. You must disclose any such relationship and remove yourself from the decision-making process.

4.0 Our Integrity

4.1 Protecting our Assets

We each have a duty to look after and respect all our assets – namely our place of work, computer and telephone, company vehicle, finances or supplies you may have access to and even our working time. We should protect company's assets from misuse, theft and waste. We must also ensure other companies cannot gain an unfair advantage by accessing important information about our business.

You should:

- Use company resources responsibly and appropriately at all times and always considering the same level of care you would have with yours
- Ensure hardware, such as laptops, phones and other handheld devices, are never left in public or non-secure places
- Ensure all sensitive, confidential and personal information you may handle stays secure
- Ensure business expenditure is accurately and honestly accounted for

4.2 Information Management & Security

Information is one of our most valuable assets that we depend on in order to function effectively and we should protect it. Information could be in many forms from email, databases and voicemail, as well as paper-based communication, photos and videos.

You should:

- Share information only with people authorised to access it
- Appropriately protect information and passwords, whatever its format
- Keep information for as long as it is legally, commercially and practically necessary

4.3 Data Protection & Confidential Information

The Company develops / creates intellectual property on a regular basis and protection of the same is of utmost importance for the survival and continuation of the business itself.

In this regard, please note that GlobalBees allows the employees to use its trademarks/copyrights/ designs /logos and other intellectual property owned by it but only for the purpose of the scope of work as defined time to time.

It is understood that the rights to any and all data, content, and information, created relating to the practice of the Company including all Intellectual Property that may be developed by you solely and/or the Company and/or its affiliate or any authorised person, during the course of your employment with the Company pertaining to the operations , business of the Company or pertaining to your scope of work shall automatically belong to the Company absolutely and you shall have and shall make no claims in respect thereto.

4.4 Political Relationships

In your professional role as an employee, you should not get involved in any political activity. We encourage you to remain politically neutral at all times.

We do, however, understand that you may wish to involve yourself in your own time and respect your right to do so. When this happens, you must make it clear that the views you express are your own.

4.5 Corporate Governance

We are open, honest and cooperative with our regulators. We ensure that the information we provide them is accurate and complete. The Board is collectively responsible for the company's financial and operational performance, as well as for promoting the success and sustainability of the business.

4.6 Communicating with the outside world

Any communication with external stakeholders, such as our clients, shareholders, brands or even the media, must be clear and truthful.

Please take care when using communication channels such as email, SMS and social media, whether on behalf of the company or via your own personal accounts. Always be respectful, compliant with the law, and do not say anything controversial, insulting or defamatory. Remember, once you have made a statement, you have no control over who uses it, or how it is used. The eventual audience may not be the one you intended to address.

If you are communicating on behalf of the company, always make sure you follow our branding and tone of voice. For guidance you can contact your local marketing team.