



## Assure Quality Management Certification Services Private Limited

### Code of Conduct

AQMCS code of conduct set forth our core values, shared responsibilities, global commitments & Promises.

It provides general guidance about AQMCS expectations, highlights situations that require particular attention. It's also the first step for you to get clarity on any question related to ethical conduct.

It is not possible to address every situation in code of conduct that we face at work place. Therefore, the code is by no mean a substitute for our good judgment upon which AQMCS depends.

We must remember that each of us is responsible for our actions & that the ethical choice is always the best choice

So review the code of conduct, understand & agree to adhere with AQMCS core values, shared responsibility, global commitments & Promises.

### Our Values

Integrity & Transparency - to be fair, honest, transparent and ethical

Unity- invests in our professionalism, continuous learning, and collaborative relationships based on trust and mutual respect

Responsibility- integrates assessment, inspection and auditing principles in our businesses

Pioneering- taking challenges, using professional knowledge to develop innovative solutions

Leadership- to set standards in our business & be an example for others

Fairness- to be objective & transaction oriented and thereby earn trust & respect

Excellence- to strive relentlessly, constantly improve ourselves, our team & our services to become the best

Client- values to surpass client's expectations consistently

### Scope & Purpose of This Code

1.This Code sets out how we behave with:

- our employees, or those who work with us;
- our customers;
- our value-chain partners, including service providers sales representatives or other business associates;
- the governments of the countries in which we operate

2. In this Code, “we or us” means our company, our executive directors, officers, employees and those who work with us, as the context may require.

3. This code sets out our expectations of all those who work with us. We also expect those who deal with us to be aware that this Code underpins everything we do, and in order to work with us they need to act in a manner consistent with it



Remember it is our commitment to protect our reputation and our brand equity by adhering to the values and principles set out in this Code. By doing so, we strengthen our unique culture and identity.

### **Core Principle**

1. We are committed to operate our businesses conforming to the highest moral and ethical standards. We do not tolerate bribery or corruption in any form.
2. We are committed to good corporate citizenship. We treat social development activities which benefit the communities in which we operate as an integral part of our business plan.
3. We seek to contribute to the economic development of the communities of the countries and regions we operate in, while respecting their culture, norms and heritage.
4. We shall strive to provide a safe, healthy and clean working environment for our employees and all those who work with us.
5. When representing AQMCS, we shall act with professionalism, honesty, integrity and conform to the highest moral and ethical standards.
6. The statements that we make to our stakeholders shall be truthful and faithful.
7. We shall not engage in any restrictive or unfair trade practices.
8. We shall comply with the laws of the countries in which we operate and any other laws which apply on us.

### **Note**

The Code does not provide a comprehensive and complete explanation of all expectations from a company stand point

Our employees have a continuing obligation to familiarise themselves with all applicable laws, company-level policies, procedures and rules as relevant.

I acknowledge that I have received the AQMCS Code of Conduct.

I have read the AQMCS Code of Conduct and I acknowledge that as an AQMCS employee/service provider, I comply with the guidelines described therein and failure to do so may subject me to action as per company policy.

If I have a concern about a violation, or a potential violation of the AQMCS Code of Conduct, I understand that there are channels available to me in my company to report such concerns.

By making use of these channels when necessary, I will play my part in maintaining the high ethical standards to which we hold ourselves.

Signature:

Name:

Date:

Address: