

CODE OF CONDUCT



The CHAMPA PRIVATE ENTERPRISE (Hereinafter we called “Champa”) is aware of its social responsibility towards its customers, business partners and employees and It has more than 60% of women employee with 100% woman owned company. **CHAMPA follow strictly the rule of RESPECT TO WOMEN ALWAYS.** This Code of Conduct is intended to expand upon the guidelines already in place within the CHAMPA. The company as a whole and the individual employees alike are committed to following transparent principles. The following guidelines are provided as standards of conduct, indicating the framework for corporate and social behavior and setting out values underlying actions within this context. The company places great importance on compliance with ethical standards, including creating and maintaining a fair working environment based on respect.

ABOUT 10

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1. SCOPE OF APPLICATION AND EMPLOYEE RESPONSIBILITY

This Code of Conduct is obligatory for all employees of the CHAMPA Private Enterprise (hereinafter referred to as “employees”).

2. ETHICAL CONDUCT AND COMPLIANCE WITH APPLICABLE LAWS

All employees must comply with high standards as far as ethical conduct is concerned and must follow all applicable national and international legislation. Every employee has a responsibility to behave in a fair, respectful and trustworthy manner in all of their actions and business relationships. They must protect and strengthen the reputation of the CHAMPA. All employees have a duty to respect human rights. Discrimination in any form is impermissible above all – whether it is based on race, ethnic origin, age, religion, ideology, gender, sexual orientation, marital status, disabilities or any other characteristic should this be in breach of any applicable law.

3. FAIR WORKING CONDITIONS

All employees of the CHAMPA have a responsibility to maintain a safe and healthy working environment. This means that all safety regulations and practices are to be strictly followed. As an employer aware of its social responsibility, the CHAMPA regards its employees as a major asset. The CHAMPA personnel policy reflects this in that every employee is offered opportunities for professional and personal development. Furthermore, employees are encouraged to openly share their opinions, criticisms and ideas. All forms of child and slave labour are strictly prohibited as are working conditions and ways of treating others that violate national and international laws and customs. Harassment, intimidation and workplace bullying are strictly prohibited in any form.

4. PROTECTION OF THE ENVIRONMENT

Protecting the environment is high on the list of priorities at the CHAMPA. With this mission in mind, we are responsible when it comes to the use of resources and pollutants. As part of this, we are committed to a voluntary reduction of environmental risks, such as waste, waste water and emissions, that extends far beyond the standard scope.

5. PROTECTION OF COMPANY ASSETS

All employees are responsible for protecting company assets against misuse and loss. Company assets must only ever be used for business purposes, unless permission has been granted for private use. All employees are also expected to protect the intellectual property of the CHAMPA, including patents, trademarks and expertise, against attacks or loss. Respect must also be shown towards the intellectual property of others.

6. HANDLING OF INFORMATION

Trade secrets and other sensitive information must be treated as confidential and protected to prevent disclosure to unauthorised persons. This also applies to inventions and other expertise. Employees who are entrusted with trade secrets and other sensitive information are not permitted to pass them on to third parties without authorisation or use them for any other purposes outside of their work. Company documents and data storage media should be protected to avoid unauthorised third parties gaining access to them. Personal information should only be collected, used and stored in line with the currently applicable data protection provisions.

7. COMPETITION

Competition law is in place to create and maintain a free and fair competitive environment in the interest of all market players. On this basis, all employees are required to comply with the applicable competition legislation and any other laws relevant to the regulation of competition.

8. CORRUPTION

Corruption is not permitted within any business dealings on a national or international level. We will turn down any business deal or any opportunity to achieve in-house targets in the event that this would require the law to be broken.

The following are prohibited in particular:

- Offering, promising or giving national or international officials a personal, financial or any other gain in return for performing or neglecting to perform an official act
- Offering, promising or giving employees or representatives of national or international companies a personal, financial or any other gain
- Having any act of corruption performed with the help of others, including dealers, advisers or intermediaries
- Helping others with any illegal practice
- Demanding or accepting a personal, financial or any other gain from business

Gifts and invitations given within the context of business relationships with business partners that fall within the scope of standard business practice in terms of hospitality, customs and courtesy are excluded from the list of banned actions given above provided that no laws are broken.

9. THE FIGHT AGAINST MONEY LAUNDERING

The CHAMPA works only with reputable business partners who operate within the confines of the law and who do not rely on any illegal finances. All employees are required to comply with the laws against money laundering. Should they have any reason to suspect money laundering, they must report this immediately.

10. IMPLEMENTATION AND MONITORING

The regulations set out within this Code of Conduct are at the heart of CHAMPA's company culture. Every single one of these principles must be complied with at all times and every individual employee is responsible for ensuring that this is the case. There will be repercussions for anyone who is found to be in breach of this Code of Conduct and in serious cases this may lead to the termination of employment.

Ms. Vina NHommelath
The Managing Director / Founder
CHAMPA PRIVATE ENTERPRISE

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