



Anasia Code of Ethics & Conduct – Summary Guide

At Anasia, we inspire and enable every employee to thrive personally and professionally in a culture that values excellence, fairness, and shared success.

The Code guides us to make the right choices, treat everyone fairly, and win business ethically.

1. Who the Code Applies To

- **Everyone** at Anasia: employees (full-time or part-time), management, and the Board.
- **Business Partners** (vendors, suppliers, consultants, agents) are also expected to follow our ethical standards.

2. Ethical Responsibility

- Leaders shape our ethical culture through actions, words, and attitude.
- Diversity is our strength — we respect and value every individual and their unique contribution.

3. A Safe and Inclusive Workplace

- We are committed to providing a professional work environment free from discrimination, harassment, and retaliation, in compliance with labor and employment laws.
- Anasia has a zero-tolerance policy for any form of harassment or unwelcome conduct, whether verbal, physical, visual, or digital.
- Any behavior that creates an intimidating, hostile, or offensive work environment is strictly prohibited, regardless of position or seniority.
- If you witness or experience discrimination, harassment, retaliation, or any unethical behavior, report it immediately to your manager, HR, or the Compliance Department. All reports are handled seriously, promptly, and confidentially.

4. Professional Appearance and Dress Code

- Employees are expected to maintain a clean, professional, and appropriate appearance that reflects respect for colleagues, clients, and business partners.
- Smart casual attire is required on regular office days, while formal attire is expected for client meetings, presentations, and corporate events.
- Clothing that is offensive, revealing, excessively casual, or unsuitable for a professional workplace is not permitted.
- Employees should use good judgment in their attire. Managers may request changes when necessary, and failure to comply may result in corrective or disciplinary action.



5. Diversity and Equal Opportunity

Do:

- Recruit and develop diverse talent.
- Treat everyone fairly and make decisions based on merit.
- Provide reasonable accommodations and follow labor laws.

Don't:

- Exploit, discriminate, or tolerate child or forced labor.

6. Speaking Up

- Report any **unethical, illegal, or fraudulent activity** right away.
- Reports are **confidential, taken seriously, and free from retaliation**.
- Report through your Manager, HR, Internal Audit, Compliance, or the **Whistleblower channel**.

7. Safety First

- Keep workplaces safe, secure, and hazard-free.
- Stay fit for duty — no drugs, alcohol, or unsafe behavior.
- Speak up about safety risks or unsafe products.

8. Protecting Anasia's Assets

- Use company property, systems, and resources responsibly.
- Prevent theft, misuse, or waste.
- Report suspicious activity or violations immediately.

9. Intellectual Property

- Protect Anasia's inventions, brands, and creative works.
- Respect others' copyrights and avoid plagiarism or unauthorized use.
- Check with IT or Legal before downloading or sharing software or materials.

10. Confidentiality & Data Protection

- Keep **Anasia's confidential and personal information secure**.
- Share only on a need-to-know basis and never in public spaces.
- Confidentiality obligations continue even after leaving the company.

11. Privacy

- We collect, use personal data responsibly, only for legitimate business needs.
- We comply with all data protection and retention laws.

12. Responsible Use of Resources

- Company tools (computers, phones, etc.) are for work — limited personal use is fine if appropriate.
- No illegal, inappropriate, or harassing content.
- Anasia may monitor usage as permitted by law.



13. Records Management

- Business records belong to Anasia.
- Keep, store, and dispose of documents according to company policy.
- Never delete or alter records relevant to legal or audit matters.

14. Speaking for Anasia

- Only authorized spokespersons may speak to media or investors.
- Direct inquiries to:
 - **Media:** External Communications
 - **Investors:** Investment Division

15. Conflicts of Interest

- Avoid situations where personal interests may interfere with Anasia's.
- Common examples: personal ties with suppliers, competing investments, or outside jobs.
- **Disclose** potential conflicts early to your Manager, HR, or Compliance.

16. Opportunities Belong to Anasia

- Business opportunities discovered through Anasia belong to the company.
- Do not use company information, property, or position for personal gain.

17. Giving Back

- Support charities on your **own time and with your own resources**.
- Get approval before using Anasia's name or resources.
- No political contributions in Anasia's name.

18. Working with Auditors

- Cooperate honestly with **internal and external auditors**.
- Never mislead or withhold information.
- If contacted by regulators, notify your Manager, HR, or Legal immediately.

19. Compliance with Laws

- Follow all applicable laws and Anasia policies wherever we operate.
- Seek guidance if laws or policies seem to conflict.

20. Accurate Records

- Keep all records **honest, complete, and accurate**.
- Follow internal controls and proper documentation standards.
- Report any suspected fraud or irregularities immediately.

21. Preventing Financial Crime

- Stay alert to unusual or suspicious payments.
- Never conceal or falsify transactions.
- Report suspected **money laundering** or financial misconduct right away.

22. Competing Fairly

- Win business honestly — no manipulation or false information.
- Use only **public and ethical sources** to learn about competitors.

23. No Bribes or Corruption

- Never offer, accept, or request **bribes, gifts, or favors** to gain unfair advantage.
- Follow gift and hospitality rules; avoid any appearance of influence.
- Uphold fairness and transparency in all relationships.

24. Sustainability

- Operate responsibly to **protect the environment and communities**.
- Comply with environmental laws and use resources efficiently.

25. Social Media

- Be respectful and professional online.
- Don't post content that could harm Anasia's reputation or violate policy.

26. Disciplinary Action

- Violations of this Code or the law may result in **disciplinary action**, including termination.
- Serious breaches may be referred to authorities.

27. Governance and Oversight

- The **Legal, Compliance, and Internal Audit Departments** oversee the Code.
- The Code is **reviewed annually** and employees must acknowledge understanding.
- Leaders are accountable for setting an ethical example and promoting transparency.

Our Commitment

By living the Anasia Code of Ethics & Conduct, we build a workplace and a brand rooted in **trust, fairness, and excellence**.

We Inspire ... Engage ... Enable ... in a Culture of Excellence.