

SOLUTION RESOURCES EMPLOYEES CODE OF ETHICS

Objectives:

The Employee Code of Ethics aims at establishing a professional culture for Solution Resources, where every employee contributes to the development of such culture by demonstrating professional conduct in compliance with the best ethical practices.

Scope of Applicability:

The contents of this Code are applicable to all employees of Solution Resources.

Articles of Code:

Every Employee should abide by the following: -

1. To maintain privacy and confidentiality of information during working with Solution Resources or after leaving the service.
2. Not to accept any gifts/presents/commission offered by a customer, borrower, supplier. If rejecting a gift is offensive to a client, you must personally and directly consult with the HR Head on how to deal with the matter.
3. Not to borrow from any customer, supplier or consultant of the company.
4. Not to enter into partnership, joint venture or pooling of funds for investment without informing to HR Head and seeking approval on case by case basis.
5. Not to use insider non-public information for personal benefits or for the benefit of any relative of staff.
6. To keep the company informed of any activities that may result in conflict of interest by the staff and to obtain Management approval to ensure such activities do not contradict with the company interest.
7. To obtain Management approval prior to releasing any statements to the press or the media, in order to ensure the preservation of confidential information.
8. Any employees who fail to report unusual and suspicious transaction will be subject to penalties in accordance with the prevailing laws and regulations.
9. It is strictly prohibited that Solution Resources employees to perform any business activity or duty/jobs with another employer/consultant unless it is permissible under the law and prior approval is obtained from Head of HR.
10. To exercise honesty, efficiency and diligence in performing duties and responsibilities.
11. To demonstrate loyalty in all matters pertaining to the company's affairs and to protect the company's interest at all times, and to avoid participating in any premeditated, improper or illegal activities.
12. To refrain from engaging in any political activity or any political thoughts amongst staff and customers.
13. To report to work appropriately dressed and in a smart appearance and to exercise good behavior.
14. To discourage personal visits during official working hours to avoid work interruption and wasting of time.

15. Not to neither bring nor receive any person to to/on the company premises after the official working hours without a prior written permission from Management.
16. To exert all efforts in accomplishing work in a proper manner, as well as within a reasonable time (to maximize productivity)
17. To utilize all facilities/office equipment provided by the company for performing his/her duties with due care and to notify immediately the concerned employees of any malfunction. Also, to ensure that electrical equipment's are switched off before leaving the office. Employees will be held responsible for any damages to such facilities due to negligence or carelessness.
18. To treat colleagues with respect and to honor their rights including advising them whenever necessary and neither denigrate them nor do things that may negatively affect them (e.g. harassment, bullying, and discriminating etc...).
19. To undertake to adhere and implement Solution Resources values when dealing with customers, other employees or any other third party.
20. To seek advice from either Head of HR for any question or clarification relating to this code and any waiver or exception to this code.

Staff Name:	
Staff Number:	
Signature:	
Date:	

Declaration

Further to my employment contract dated / / with Solution Resources and in accordance with the company internal policies, I Mr. /Ms. As an employee of Solution Resources, hereby declare that as of / / , I am directly/indirectly involved in the following businesses.

- (Direct/Indirect)
- (Direct/Indirect)
- (Direct/Indirect)

I declare that my association as indicated above is true and hereby agree to further disclose to Solution Resources of my engagement of other businesses in the future.

I also confirm that my involvement in the above mentions businesses or any future business shall not prejudice the interest of the company.

Staff Name:	
Staff Number:	
Signature:	
Date:	

Declaration

Further to my employment contract dated / / with Solution Resources and in accordance with the company’s internal policies, I Mr. /Ms. As an employee of Solution Resources, hereby declare that not to get involved or own any kind of personal business as long as my employment contract with the Solution Resources remains effective.

Staff Name:	
Staff Number:	
Signature:	
Date:	

Staff Information Form**Details of Dependent Family Members**

S.N.	Name	Date of Birth	Relationship	Place of Residence
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Undertaking

I hereby declare that the information submitted by me is true. I understand that false information may affect my employment.

NOTE: You have to submit the followings along with this form:

- Passport Copy & Birth Certificates of yourself & Family members
- Qualifications Copy
- Marriage Contract