**TEMPLATE POLICIES**

**ETHICAL BUSINESS PRACTICES POLICY STATEMENT**

**Socially Responsible Business Commitments**

Our Company is committed to observing ethical business practices in all of our activities, towards and together with our business partners and stakeholders, by maintaining transparency and accountability in upholding the core principles for responsible recruitment and decent work at all times.

This means NOT engaging in or encouraging any acts of corruption, extortion, bribery, through means such as, but not limited to, promising, offering, giving or accepting any illegal, dubious, inappropriate monetary or other types of incentives in various steps of the recruitment and hiring process.

Our Company, likewise, adheres to ethical principles of NOT engaging in or encouraging falsification of information, fraud or misrepresentation in our recruitment supply chain. Similarly, we maintain a commitment NOT to support or encourage terrorism, violence or money laundering of any form in the country our business is based in, in source countries for migrant workers and other countries worldwide.

Our Company recognizes the importance of ethical business practices to create transparency and accountability within the recruitment and employment supply chains of industries we service. We consider transparency and accountability as crucial to establishing trust and credibility among clients, partners and stakeholders. Eliminating corruption and other unethical practices encourage recruitment and employment processes to be more cost-effective and productive.

We believe that creating transparency and accountability for all stakeholders – employers, recruiters, government agencies, workers and the community – will benefit everyone. It will lead to respect for human and labor rights that enable all persons, particularly women and minorities, to achieve their full potential and ensure their well-being in a protective and supportive environment.

Vulnerable stakeholders need to be assured of an equal and dignified environment that reduces physical and psychological risks that could cause temporary or permanent negative impacts, risks, physical harm or injury to their lives and health as well as their ability to work.

Corruption and unethical business practices bring perverse effects on business and society that remove the safety nets for protection.

**Responsibilities to Abide by Ethical Handling of Personal Information and Reward Ethical Behavior**

Our Company will ensure that protocols are in place to discourage and investigate any misbehavior or unacceptable practices among our staff and management, especially those with decision-making power. At the same time, those demonstrating ethical behavior and integrity, within our staff, managers and the workers we recruit, will be considered for rewards as an example of best practices and compliance.

It is our Company’s policy to keep accurate information and records on our activities, organization and performance; and disclose these in accordance with applicable industry benchmark practices, if and when needed. Similarly, any information we collect, use, process, obtain during our operations, especially personal information (including from workers, business partners, clients, suppliers and service providers) shall be handled with reasonable care. Collection, use and processing of information shall comply with applicable privacy and information security laws and regulatory requirements.

**Applicability and Scope**

Our Company and all our employees will NOT: engage in nor encourage corruption, extortion, bribery, falsification of information, fraud, misrepresentation, terrorism, violence or money laundering in our operations. We are also committed to NOT partnering with or purchasing from or dealing with suppliers, subcontractors, service providers, brokers, agents, recruiters, recruitment agencies, and other organizations, including government and non-government agencies that may be or may have been involved with unethical business practices.

The Company expects all internal stakeholders- owners, shareholders, managers and employees- to abide by the strictest standards of NOT engaging in and NOT supporting any violation of this policy, non-severe or severe, at all times, at work or in their personal lives. Similarly, our Company expects all external stakeholders- suppliers, subcontractors, brokers, agents, especially partner recruitment agencies, their subcontractors and service providers; institutional or community enterprises - to comply with our Company’s policy and position on ethical business practices. Our Company will hold all of our stakeholders to high standards of transparency and accountability in their actions.

**Responsibilities to Comply and Address Potential Inequalities**

In recognition of the vulnerability of certain groups of stakeholders, such as migrant workers, women and their children, pregnant women, disabled persons, our Company is committed to giving special consideration and providing resources in line with our Company values and within our Company’s capabilities to enable them to uphold our policies on ethical business practices.

Compliance to this Policy will be guided by implementation procedures and protocols that raise awareness on the types of actions that are illegal, unacceptable and unethical; increase prevention; enable recognition and confidential reporting, provide grievance channels and remediation options.

Our Company acknowledges the importance of monitoring and verification strategies that systematically address efforts to minimize, reduce or eliminate unethical business practices at the same time encourage ethical best practices. Moreover, such systematic efforts will address how best to reduce potential inequalities in access to grievance channels as well as protection from impacts, risks and harm.

Please be informed that this policy takes effect from the date of signing.

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Managing Director

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