



Asian Strategy & Leadership Institute

Dedicated To Creating A Better Society

CODE OF BUSINESS ETHICS

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The Code of Business Ethics is intended to serve as a guide to each employee of ASLI on fair and transparent business practices and focuses on ethical conduct and behaviour in dealings with all stakeholders. It is intended to strengthen the institutional framework that would help drive ethical practices in the organization.

Corruption is prohibited by the law of the country. Corruption acts as a major obstacle to economic and social development.

This Code reflects the identity and values of an organization and also its commitment to behave with integrity, to be responsible and compliant, to abide by the law, and to have high ethical and moral standards. No employee or company representative shall pay or offer to pay a bribe, or provide any other object of value for the purpose of obtaining a benefit, to any third party, public or private, with whom the company is doing business. No one should also receive a bribe from any source.

This Code, if violated, has serious implications for the employee and therefore should be adequately understood and strictly followed. In addition to consulting this policy, employees may contact the CEO/COO for any further clarifications regarding this Policy. Leadership positions in the company would only be occupied by persons, who are competent for the job, lead by example, are transparent and accountable and have an evidence based track record of working with integrity.



THE PRINCIPLE OF CONDUCT AND BEHAVIOR

1

NATIONAL INTEREST

All practices and business conduct of the company should have the foremost objective of serving the national interest. This is to be achieved by following the right path of following the laws and regulations of the company.

2

ETHICS & INTEGRITY

- Employees should follow total integrity and ethical practices in their operations. Highest standards of integrity and impartiality are to be observed in all activities.
- While doing business, respect and conform to the local culture, customs and traditions of the region in which we operate.
- Follow the proper trade procedures including licensing, documentation and other necessary legal formalities.

3

ADHERENCE TO VALUES

Adherence to the concerns, values and interests of the organization are important.
Follow the right path to achieve one's goals.

4

TRANSPARENCY & OPENNESS

- Transparency and openness in regard to the decision making process and use of resources is important.
- Prudent use of financial and other resources is important. Accurate accounting and record keeping and correct financial statement which would reflect the true and fair picture of the company's affairs in compliance with applicable laws and regulations is a must. Payments made to our representatives / vendors should be accurately recorded in the books, records and accounts in a timely manner and in reasonable detail. False, misleading, incomplete, inaccurate or artificial entries in the books and records of the company are prohibited.
- Ensure the best ethical procurement procedures. Observe total transparency and ethical practices for projects to be awarded. Decisions are to be taken without fear or favour in a totally objective manner. Proactively monitor transactions to detect inappropriate conduct.
- Agreements with suppliers should be complete, unambiguous and adequately documented, including any subsequent changes and additions. Suppliers are to be selected solely on merit.

5

AVOIDING CORRUPT PRACTICES

- Prohibit money laundering and report unaccounted cash or suspicious transactions.
- Do not use your official position to influence any person or body for any personal gains or favours.
- Do not give, solicit or receive, directly or indirectly any gift or other favour that may influence exercise of your function, performance or judgement.
- Avoid any conflict between personal interests and the interests of the organization.
- Perform due diligence specific to anti-bribery and corruption when evaluating mergers and acquisitions and joint ventures.

6

ENCOURAGING COMPETITION AND COMPETITORS

- With the expansion of business world wide and new unknown markets, employees should learn to manage risks in the new environment.
- Do not engage in any illegal action to obtain information about competitors.
- Support and Create an environment for fair competition.

7

FOLLOWING AND RESPECTING THE CODE

- Respect the provisions of the Code and adopt the 'Zero Tolerance' principle. Report suspicion or evidence of corruption committed by colleagues or others including seniors.
- Make the Code of Conduct known to others such as professional partners, suppliers, etc. Encourage partners and suppliers to formulate a code of conduct for their employees.

8

WHISTLEBLOWERS

- Encourage whistleblowers through a suitable policy. Necessary arrangements are being made for reporting any actual or possible violation of the Code of Conduct. All efforts would be made for protection of whistleblowers from any harm or intimidation.
- It is necessary to determine the credibility of the information passed on by the whistleblower before taking action against the offender.
- It is hoped that all employees of the company would welcome this initiative which would further add value to the reputation of the company.