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## Prime B2B Code of Conduct

### Policy brief & purpose

**Prime B2B Company Code of Conduct Policy** outlines our expectations regarding employees' behavior towards their colleagues, supervisors, and overall organization.

Prime B2B promotes freedom of expression and open communication. But we expect all employees and contractors to follow our code of conduct. They should avoid offending, participating in serious disputes, and disrupting our workplace. We also hope them to foster a well-organized, respectful and collaborative environment.

### Scope

This policy applies to all our employees and contractors regardless of employment agreement or rank.

### Policy elements

#### What are the components of an Employee Code of Conduct Policy?

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

#### Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety, and fair dealing laws. We expect employees and contractors to be ethical and responsible when dealing with our company's finances, products, partnerships, and public image.

#### Respect in the workplace

All employees should respect their colleagues. We won't allow any discriminatory behavior, harassment, or victimization. Employees should confirm with equal opportunity practices in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.



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## **Protection of Company Property**

All employees and contractors should treat Prime B2 B's property, whether material or intangible, with respect and care.

Employees and Contractors:

- Shouldn't misuse **company equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright, and other stuff (information, reports, etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property from damage and vandalism whenever possible.

## **Professionalism**

All employees must show integrity and professionalism in the workplace:

- **Personal appearance**

All employees must follow our standards of dress code and personal appearance guidelines.

- **Corruption**

We discourage employees from accepting gifts from clients or partners, which may be perceived as bribes to benefit any external or internal party.

- **Job duties and authority**

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders, and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate responsibilities to their team members, taking into account their competencies and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and promptly. We encourage mentoring throughout our company.



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- **Absenteeism and tardiness**

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard 9 am to 5 pm working hours. Generally, we expect employees to be punctual when coming to and leaving from work.

- **Conflict of interest**

We expect employees to avoid any personal, financial, or other interests that might hinder their capability or willingness to perform their job duties.

- **Collaboration**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- **Communication**

All employees must be open to communication with their colleagues, supervisors, or team members.

- **Benefits**

We expect employees not to abuse their employment benefits. This can refer to time off, work-related travel, work-related hosting, work-related lodging, insurance, facilities, subscriptions, or other services our company offers.

- **Policies**

All employees should read and follow Prime B2B company policies. If they have any questions, they should ask management.



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## **Disciplinary actions**

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our conduct code. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion
- Reprimand
- Suspension or termination for more serious offenses
- Detraction of benefits for a definite or indefinite time

We may take legal action in cases of corruption, theft, embezzlement, or other unlawful behavior.