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Overview

The purpose of this ethics policy is to establish a culture of openness, trust and integrity in business practices. Effective ethics is a team effort involving the participation and support of every Omega Personnel Limited (OPL). All employees should familiarise themselves with the ethics guidelines that follow this introduction.

OPL is committed to protecting employees, partners, suppliers and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When OPL addresses issues proactively and uses correct judgement, it will help set us apart from competitors.

OPL will not tolerate any wrongdoing or impropriety at any time. OPL will take the appropriate measures and act quickly in correcting the issue if the ethical code is broken. Any breaches of this code of ethics will not be tolerated.

1. Purpose

The purpose of this policy is to emphasise the need to carry out fair business practices at all times. This policy will serve to guide business behavior to ensure ethical conduct.

2. Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at OPL, including all personnel affiliated with third parties.

3. Policy

3.1. Senior Management Commitment to Ethics

- 3.1.1. The MD and the Board within OPL must set a prime example. In any business practice, honesty and integrity must be top priority for the senior management team.
- 3.1.2. Senior Managers must have an open door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert executives to concerns within the work force.
- 3.1.3. Senior Managers must disclose any conflict of interests regard their position within OPL.

3.2. Employee Commitment to Ethics

- 3.2.1. OPL employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.
- 3.2.2. Every employee needs to apply effort and intelligence in maintaining ethics value.
- 3.2.3. Employees must disclose any conflict of interests regard their position within OPL.
- 3.2.4. Employees will help OPL to increase customer satisfaction by providing quality products and timely response to inquiries.

3.3. Company Awareness

- 3.3.1. Ethical behavior expectations will be promoted via interpersonal communications with all employees on a regular basis.
- 3.3.2. OPL will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

3.4. Maintaining Ethical Practices

- 3.4.1. OPL will reinforce the importance of the policy and its objectives and the tone will start at the top. Every employee, manager, director needs to consistently maintain an ethical stance and support ethical behavior.
- 3.4.2. Employees at OPL should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.

3.4.3. The ethical code will form part of new employees' induction process.

3.5. Unethical Behavior

- 3.5.1. OPL will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- 3.5.2. OPL will not tolerate harassment or discrimination.
- 3.5.3. Unauthorised use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated.
- 3.5.4. OPL will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.
- 3.5.5. OPL employees will not use corporate assets or business relationships for personal use or gain.

4. Enforcement

- 4.1.1. Any infractions of this code of ethics will not be tolerated and OPL will act quickly in correcting the issue if the ethical code is broken.
- 4.1.2. Any employee found to have breached this policy may be subject to disciplinary action, up to and including termination of employment.



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