



Code of Conduct

Wire Industries is committed to fair, honest, ethical, and professional business practices with our people and trading partners. All employees, directors, officers, contractors, and suppliers must follow this Code of Conduct while carrying out their responsibilities. We outline the components of our Code of Conduct below.

Compliance with law - We must protect our company's legality and comply with all laws, rules and regulations applying to our business. We must be ethical and responsible when dealing with our company's finances, products, partnerships, and public image.

Environment, health and safety - We are committed to safeguarding the health and safety of our people and protecting the environment.

Corruption - We do not offer or accept bribes, kickbacks, inappropriate gifts or entertainment. We engage in business practices that are honest and fair.

Avoiding conflicts of interest - We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their duties.

Professionalism - We must show integrity and professionalism in the workplace. Personal appearance should be smart, professional and comply with all PPE requirements

Competing ethically - We gain competitive advantage through exceptional service and quality products. We do not engage in unethical or illegal trade practices.

Protection of Company Property and Information – We must treat our company's property, whether material or intangible, with respect and care. We

- should not misuse company equipment or use it frivolously.
- should respect all kinds of incorporeal property. This includes trademarks, copyright and other proprietary information (reports etc.) and should use them only to complete our duties.
- should protect company facilities and other material property (e.g. company car) from damage and vandalism, whenever possible.

Job duties and authority - We must fulfill our allocated duties with integrity and respect toward customers, stakeholders and the community. We must not abuse our authority and reasonably delegate duties to our team members considering their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner. We encourage mentoring throughout our company.

Respect in the workplace and fair employment practices - We must respect our colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimization. We must conform with our equal opportunity policy in all aspects

Document :	Approved By :	Position :	Date of Issue :	Page :
P005 - Code of Conduct	Anthony Chan	M.D	4/11/2020	1 of 2



Code of Conduct

of our work, from recruitment and performance evaluation to interpersonal relations. We respect human rights and require our suppliers to do the same.

Absenteeism and tardiness – We should follow our work schedules relentlessly. We can make exceptions for occasions that are out of our control and prevent us from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.

Delivering quality - We are committed to producing quality products and services for our customers.

Integrity of recording and reporting our financial results - We maintain accurate and complete financial and other business records, and communicate full, fair, accurate, timely and understandable financial results and other material information. We have developed a system of internal controls designed to preserve the integrity of our records and information.

Disciplinary actions

Wire Industries will take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation. Possible consequences include:

- Reprimand.
- Demotion.
- 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 behaviour.

Document :	Approved By :	Position :	Date of Issue :	Page :
P005 - Code of Conduct	Anthony Chan	M.D	4/11/2020	2 of 2