



CODES OF CONDUCT and BUSINESS ETHICS



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At MEMBA, we are committed to fostering a positive, inclusive and respectful environment for all members, stakeholders and employees. This Code of Conduct is established to serve as a comprehensive framework aimed at fostering discipline, order and the consistent adherence of employees to the organization's ethical guidelines, work standards and corporate values. Its purpose is to uphold the reputation, bolster public trust and safeguard the industry's trustworthiness. This Code also emphasizes the promotion of personal integrity and professional excellence among MEMBA employees, reflecting the organization's commitment to maintaining the highest standards of conduct.

MEMBA adopts a policy aimed at cultivating the utmost levels of integrity, diligence and responsibility within its workforce. The organization has established clear benchmarks for discipline and professional conduct, expecting all employees to adhere to these standards. When situations call for it, appropriate disciplinary measures will be taken against employees who engage in actions or oversights that violate the organization's work standards, policies, procedures and regulations.

Each MEMBA employee is required to uphold the utmost integrity in their professional behavior and demonstrate exceptional diligence in performing their job and executing the organization's business. Non-compliance with the organization's policies and procedures will be considered a violation, and the organization retains exclusive discretion to apply suitable disciplinary measures,

Respect and Inclusivity

We value diversity in all its forms and treat every individual with respect and dignity. Discrimination, harassment and exclusion based on race, gender, age, religion, nationality, disability or any other characteristic are strictly prohibited. Employees are expected to refrain from instigating discord with intent to discredit the reputation of anyone.

Integrity and Ethics

We conduct ourselves with the utmost integrity, honesty and ethical behavior. All actions, decisions and communications should be based on honesty, transparency and accountability. Employees are expected to refrain from committing acts that may embarrass the organization.

Professionalism

We maintain a high standard of professionalism in all interactions, both internal and external. This includes communication, attire, punctuality and the ability to collaborate effectively. Employees are expected to be well groomed and dressed (in the prescribed uniform) and courteous and respectful to members and visitors at all times. Employees shall at no time go to work under the influence of drugs, liquor or other intoxicating substances.

Confidentiality

We respect the confidentiality of sensitive information related to our organization, members and stakeholders. Any confidential information shared within the organization should not be disclosed without proper authorization.

Conflict of Interest

We avoid situations that could create a conflict of interest between personal interests and the interests of the organization. When such situations arise, they must be promptly disclosed and addressed transparently.

Safety and Well-being

We are committed to providing a safe and healthy environment for all individuals involved with the organization. This includes physical safety as well as emotional well-being.

Collaboration and Teamwork

We promote a culture of collaboration and teamwork. Open communication, active listening and constructive feedback are essential to achieving our common goals.

Accountability

We take responsibility for our actions and decisions. When mistakes are made, we acknowledge them, learn from them and take steps to rectify them.

Social Responsibility

We strive to make a positive impact on society and the environment. We support social initiatives, sustainable practices and community engagement to contribute to the betterment of world around us.

Compliance with Laws and Regulations

We adhere to all applicable laws, regulations and standards governing our organization's operations. Non-compliance is not tolerated and may result in serious consequences.

Reporting Violations

If anyone becomes aware of a violation of this Code of Conduct, they are encouraged to report it promptly to their supervisor, manager or designated ethics officer. Retaliation against individuals reporting violations will not be tolerated.

Consequences of Violations

Violations of this Code of Conduct may result in disciplinary actions, including but not limited to verbal warnings, written warnings, suspension, termination and legal action, depending on the severity and frequency of the violation.

Guidelines on the Application of Disciplinary Action

The organization shall observe due process at all times. The employee must receive notice of the allegations against them, have the opportunity to present their side and be informed about the potential disciplinary action.

If any employee commits any of the offences defined in this code or engages in actions not explicitly labeled as an offense here but clearly detrimental to the organization's welfare, they must be reported immediate supervisor.

By following this Code of Conduct, we create an environment where all individuals associated with MEMBA can thrive, contribute and work together harmoniously.

This Code of Conduct is subject to periodic review and updates as deemed necessary.