

# CODE OF CONDUCT OF BUSINESS ETHICS AND CORPORATE SOCIAL RESPONSIBILITY

## **1. Introduction**

Conceptual Furniture Design has a strong commitment in promoting honest conduct and ethical business conduct by its employees and compliance with the laws that govern the conduct of its business. Conceptual Furniture Design believes that a commitment to honesty, ethical conduct and integrity is a valuable asset that builds trust with its customers, suppliers, employees, shareholders and the communities in which it operates. To implement its commitment, the Company has developed a code of conduct of business ethics and corporate social responsibility (the Code). The Code shall be reflected, promoted and implemented in policies, decisions and actions and the Company shall encourage suppliers, consultants and other business partners within its sphere to influence to adopt these principles.

## **2. Compliance with Laws, Rules and Regulations**

All Employees are responsible for complying with the applicable laws, rules and regulations and regulatory authorities that affect the Company's business. Questions with respect to an Employee's duties under the law should be directed to the management.

## **3. Honest and Fair Dealing**

Employees shall endeavour to deal honestly, ethically and fairly with the Company's customers, suppliers, competitors and employees. No Employee should take unfair advantage of anyone through manipulation, concealment, abuse of privilege information, misrepresentation of material facts, or any other unfair-dealing practice.

## **4. Conflict of Interest and Corporate Opportunity**

Employees shall avoid any interest that conflicts or appears to conflict with the interests of the Company or that could reasonably be determined to harm the Company's reputation, and report any actual or potential conflict of interest immediately to the management.

A conflict of interest exists if actions by any Employee are, or could reasonably appear to be, influenced directly or indirectly by personal considerations, duties owed to persons or entities other than the Company, or by actual or potential personal benefit or gain. Employees owe a duty to advance the legitimate interests of the Company when the opportunities to do so arise.

## **5. Confidentiality and Privacy**

Each Employee shall protect the confidentiality of Company information. Confidential information includes such items as non-public information concerning the Company's business, financial results and prospects and potential corporate transactions. Employees are required to keep such information confidential during employment as well as thereafter, and not to use, disclose, or communicate that confidential information other than in the course of employment. The

consequences to the Company and the Employee concerned can be severe where there is unauthorized disclosure of any non-public, privileged or proprietary information.

#### **6. Drugs and Alcohol**

Conceptual Furniture Design prohibits the illegal use, sale, purchase, transfer, possession or consumption of controlled substances, other than medically prescribed drugs, while on Company premises. Company policy also prohibits the use, sale, purchase, transfer or possession of alcoholic beverages by Employees while on Company premises, except as authorized by the Company.

#### **10. Policies Against Discrimination and Harassment**

The Company prohibits discrimination against any Employee or prospective Employee on the basis of sex, race, colour, age, religion, sexual preference, marital status, national origin, disability, ancestry, political opinion, or any other basis prohibited by the laws that govern its operations.

The Company prohibits unlawful harassment. Employees are expected to treat one another with respect. "Harassment" includes any conduct likely to cause offense or humiliation to any person or that might, on reasonable grounds, be perceived by a reasonable person to place a condition on employment or on any opportunity for training or promotion.

#### **12. Integrity of Corporate Records**

All business records, expense accounts, payrolls, service records, and other reports should accurately reflect the facts.

The books and records of the Company should be prepared with care and honesty and should accurately reflect its transactions. All corporate funds and assets should be recorded in accordance with Company procedures.

Employees should not, and should not direct or permit others, to take any action to fraudulently influence, manipulate or mislead independent public accountants engaged in the audit or review of the Company's financial statements, or fail to correct any materially false or misleading financial statements or records, for the purpose of rendering those financial statements materially misleading.

#### **13. Conceptual Furniture Design Shall Prevent Money Laundry**

The Company will take necessary steps to prevent its financial transactions from being used by others to launder money as defined under applicable laws.

#### **14. Entertainment, Gifts, Payments and Bribery**

Decisions by the Company and its agents relating to the procurement and provision of goods and services should always be free of a perception that favourable treatment was sought, received or given as the result of furnishing or receiving gift, favours, hospitality, entertainment or other similar gratuity. The giving or receiving of anything of value to induce such decisions is prohibited.

Employees should not solicit a gift or favour from those with whom we do business. Providing or receiving gifts or entertainment of nominal value motivated by commonly accepted business courtesies is permissible.

No bribes or other similar payments and benefits, directly or indirectly, shall be paid to employees of suppliers or customers.

#### **16. Health, Safety and Environmental Protection**

The Company shall conduct its business in a manner designed to protect the health and safety of its Employees, its customers, the public, and the environment. Conceptual Furniture Design's policy is to operate its business in accordance with all applicable safety, environmental and safety laws and regulations so as to ensure the protection of the environment and the Company's personnel and property. All Employees should conduct themselves in a manner that is consistent with this policy.

**17. Resource Efficiency**

The Company's products, services and business model shall be designed in such a way that energy and materials are efficiently used, and waste and residual products are minimized over the life cycles. Product design emphasises on sustainable, if possible recycled materials which have the highest possible recyclability ratio and which can easily be dismantled per material type.

**18. Human Rights**

The Company shall support and respect and commit to the principles set out in the international recognized social and ethical standards for protection of human rights.