

## **ETHICAL CONDUCT AND INTEGRITY MANAGEMENT POLICY**

All employees are required to obey and fulfil with the following procedures:

### **The Policy Purpose:**

This policy of our business ethics goals set to meet in the company roles as consultants and service providers. All OPTSCS's business relations are based on high ethical standards, and we obey to all relevant ethical guidelines in the industry in which OPTSCS operate. This is the basis for setting up this Ethical and all employees are expected to read and understand this policy and adhere strictly to the instructions in a frame defined below:

- At OPTSCS, we only seek professional services and participate in business transactions under high standards of corporate ethics and transparency.
- At OPTSCS, we are committed to a high standard of ethical business behavior in regard to both the internal and external business engagement. The core values of our ethic business - good business ethics, integrity, honesty, professionally and respect for people and their rights are the main guide for our activities.
- OPTSCS act in the best interests of the client and community, delivering our services with professional integrity. We will not collaborate with any party to defraud a client or act in an improper manner in our operations.
- We stand-in an open environment in which our people can report any suspected, or other improper practice. OPTSCS's employees are encouraged to raise HOC about any improprieties in the conduct of our business, such a financial reporting or other mis practices, at the earliest opportunity, in an appropriate way. All reported incidents will be treated in confidential manner following the approach of zero tolerance.
- OPTSCS's employees are responsible for their behavior in accordance with applying this policy. In case of doubt, the individual employee will be under a compulsion to raise the matter with management for clarification.
- There will be no fabrication of Company records or books under any circumstances.
- We will cooperate fully with external activities investigating any corrupt practices not aligned within the legal parameters.
- In case of suspicion of any Conflict of Interest, it must be reported immediately to Company Management.

This policy is subject to review / Edit on a regular basis.

**Signed** (on behalf of OPTSCS Director)

*Zubaida Mohamed*

Date: September, 8<sup>th</sup> 2021