

## CELEGENCE CODE OF CONDUCT POLICY

At Celegence, we are committed to conducting our business ethically, transparently, and in compliance with all applicable laws and regulations. Our Code of Conduct outlines the values and principles that guide our actions and decisions as an organization.

### 1. PURPOSE

The Code of Conduct serves as a guiding framework for maintaining integrity, professionalism, and accountability across all levels of the organization.

### 2. SCOPE

This Code applies to all Celegence employees globally, including full-time, part-time, contractual, and temporary staff.

### 3. CORE PRINCIPLES

- **Integrity & Ethics:** We act with honesty, integrity, and in the best interest of our clients, stakeholders, and colleagues. All business decisions must reflect ethical standards.
- **Confidentiality:** Employees are expected to protect the confidentiality of information related to the company, its clients, and partners.
- **Conflicts of Interest:** Personal interests must not conflict with organizational responsibilities. Any potential conflicts should be disclosed and managed appropriately.
- **Respectful Workplace:** We are committed to a harassment-free, inclusive, and safe work environment that values diversity and treats all individuals with dignity and respect.
- **No Bribery or Corruption:** Celegence maintains a zero-tolerance policy toward bribery, corruption, or any unethical inducements.
- **Use of Company Resources:** Employees must protect company assets and use them responsibly and for legitimate business purposes only.
- **Workplace Conduct:** We do not tolerate violence, substance abuse, or any form of misconduct that could harm individuals or the organization's reputation.

- **Compliance with Laws:** All employees are expected to comply with local, national, and international laws and regulations applicable to their role and location.
- **Reporting Violations:** Celegence encourages employees and partners to report any suspected misconduct or ethical concerns in good faith. Reports are treated with confidentiality and without retaliation.

#### **4. COMMITMENT TO CULTURE**

Every individual at Celegence is expected to uphold the spirit of this Code through their behaviour and decision-making. By fostering a culture rooted in trust, integrity, and mutual respect, we strive to deliver excellence to our clients and contribute positively to society.

For any concerns or to report a potential violation, please contact us at: [hr@celegence.com](mailto:hr@celegence.com).