



**Micro 2000 Code of Conduct and
Ethics**

Micro 2000 Code of Conduct and Ethics applies to all staff, including directors, part-timers, interns and temporary staff which outlines responsibilities, rules, regulations and proper practices. All employees must strictly adhere to the Code of Conduct in the performance of their duties at all times. This is to ensure that an atmosphere of understanding, respect and professionalism is established during employment. Any purported violation to the Code of Conduct should be reported to the Human Resource Department.

1) Staff found doing any of the following without formal approval from his/her supervisor is deemed to have abused the authority given to him/her in accessing information for his/her personal interest and gain. This includes:

(i) Directly or indirectly making use of any information in the custody, control or possession of Micro 2000, or his/her official position to further his/her private interest.

(ii) Disclosing customer's account-related information, such as personal information, customer's address, contact details, service numbers etc, to unauthorized third parties including friends, peers and relatives, etc.

(iii) Making available Micro 2000's information, including product manuals, process manuals, training manuals, trade secrets, records, data, documents, etc, to unauthorized third parties without formal approval.

(iv) Publishing or communicating any official information acquired in the course of his/her work and consultancy with any government department, statutory board or government-owned company to any unauthorized person in any form at any time, without the official sanction of the relevant Permanent Secretary or the Chief Executive Office of the statutory board or government-owned company.

(v) Communicating or disclosing information relating to the Company that is of a financial nature internally or to the public without prior approval of the directors.

(vi) Discussing company's affairs with media representatives, government officials and other outsiders, despite being not the designated person for the task and without obtaining prior approval.

2) Expected Workplace Behavior and Ethics

(i) Reporting for work on time, with proper time-in and time-out where applicable.

(ii) Treating everyone in a courteous, respectful manner.

(iii) Exercising consideration and respect in your speech and actions. Refraining from demeaning, discriminatory, or harassing behavior and speech.

(iv) Be mindful of your surroundings. Alert immediate supervisors if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.

3) Unacceptable Behaviors

(i) Unacceptable behaviors include: intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions.

(ii) Refusing to participate in work activities and/or going absence without official leave (AWOL) or advance notification.

(iii) Harassment includes: harmful or prejudicial verbal or written comments related to gender, sexual orientation, race, religion, disability; inappropriate use of nudity and/or sexual images in public spaces (including presentation slides); deliberate intimidation, stalking or following; harassing photography or recording; sustained disruption of talks or other events; inappropriate physical contact, and unwelcome sexual attention.

(iv) Avoid wandering around and attempting to communicate with external parties (e.g. Students) without valid or good reason within your designated work compound.

(v) Staffs should not be behaving in a manner that is deemed unprofessional while at work, for example, playing games on mobile phone, showing disrespect towards Supervisors, Co-workers, and Customers etc.

(vi) Smoking in the office premises are prohibited at all times, whether during or outside office hours and is also deemed inappropriate for employees who are within any school compounds.

4) Workplace Attire and Grooming

(i) Maintaining a clean and neat appearance at all times.

(ii) Hair must be neat and groomed, no bright-colored hair is allowed.

(iii) No donning on of excessive or unprofessional jewelry/jewelries.

(iv) Tattoos – Visible tattoos that are extremist, indecent, sexist, or racist are forbidden. With due regards to some employees' interactions with Customers and Government Organizations, tattoos are not allowed.

(v) Staff who does not meet the attire or grooming standards set by the Company will be required to take corrective actions, for example, leaving the premises to change clothing. Hourly-paid staff will not be compensated for any work time missed due to failure to comply.

5) Damage or Loss of Company Assets

(i) Staffs are expected to handle and be responsible for all company assets, including but not limited to property belonging to the company (tangibles such as motor vehicles, equipment, fixtures, fittings, computers, notebooks, etc and intangibles such as data) and those of its customers. as well as the appropriateness in using the allocated

resources. Staff shall be held liable for any mishandling, damage or loss of such property.

6) Private Business

(i) Each employee is expected to devote his/her full time and ability for the Company's interests during working hours. Employment or personal business commitments outside work hours are not acceptable if these impair an employee's ability to meet regular job responsibilities.

7) Irregular Transactions

(i) Employees are prohibited from making promises or offering any payment of money or gift of any value, directly or indirectly, to or for the benefit or use of:

- Any person who is a government officer or employee acting in an official government capacity.
- Any employee or representative of any Company, Institution or Body, private or public, with which the Company does business, for the purpose of, or to assist in, obtaining or retaining business for, or directing business to, the Company.

8) Company Marks and Copyrights

(i) Unauthorised use of company's trademarks, products and services that represent the company but are irrelevant to business operations purposes are strictly not allowed.

(ii) All employees are strictly not permitted to make, store, transmit or make available unauthorised copies of copyrighted material works, including software, video and literary or artistic works.

9) List of other forms of Misconduct

(i) Listed here are the add-on major deviations from our code of conduct. This list serves as a guideline and is not all-inclusive.

- Stealing or willfully damaging employee or company property.
- Removing or transferring Company property without authorization from the manager responsible.
- Falsifying oral or written information.
- Appearing in Company premises while under the influence of abusive drugs.
- Possessing or appearing to possess any abusive drugs while on Company premises.
- Consuming alcoholic beverages on office premises.
- Conducting personal business during work or in Company premises.
- Willful insubordination or disobedience of Supervisor.
- Unauthorized or unsafe use of Company vehicle and equipment.
- Assisting non-employees to enter the facility without approval.

- Abuse of Company facilities such as telecommunications, photostatting and postage, and consumables for personal use.
- Taking goods or other Company property out of the office without authorized Delivery Order, Goods-on-Loan Delivery Order or other established documentations.
- Holding unauthorized meetings on Company premises.
- Engaging in any form of gambling in the Company premises.
- Inciting or aiding another employee to commit any of the offenses listed.
- Any other dishonest behavior, which is unethical, dishonest, reckless or disruptive to the conduct of business.

10) Investigation into Misconduct

(i) Micro 2000 view these matters very seriously and will not condone any form of misconducts. Staff found in violation of the code will be subjected to serious disciplinary action, which may include:

- Dismissing the employee without notice; or
- Demote the employee; or
- Suspend him/her from work for a period not exceeding 1 week.

(ii) For the purpose of an inquiry, the Company may suspend the employee from work for a period not exceeding 1 week, but shall pay him/her not less than half his basic wages for such period.

(iii) If the enquiry does not discover any misconduct on the part of the employee, the Company shall restore to the employee the full amount of wages withheld.

These policies and benefits will be reviewed periodically; any additions or changes will be made when appropriate. Micro 2000 reserves the right to change any policy or procedure at any time for any reason it deems fit and employees would not have any vested rights in any policy or procedure set forth.