# Paper Converting Company Limited

## *Core Values*

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| *Honesty* | *Integrity* | *Sincerity* | *Respect* |
| *Dedication* | *Tolerance* | *Discipline* | *Benevolence* |
| *Growth* | *Innovation* | *Compassion* | *Transparent* |
| *Flexible* | *Transformative* | *Accountable* | *Focused* |

## Code of Ethics

At Paper Converting Company Limited, we are committed to conducting our business with integrity, honesty, and respect for all stakeholders. Our Code of Ethics outlines the principles and standards that guide our behavior and decision-making. As representatives of our company, we are expected to adhere to the following principles:

**1. Integrity and Honesty:**

- We conduct all business activities with honesty, integrity, and fairness.
- We do not engage in deceptive practices or misrepresentation of products or services.
- We uphold the highest ethical standards in all our dealings, both internally and externally.

**2. Compliance with Laws and Regulations:**

- We comply with all applicable laws, regulations, and industry standards.
- We do not engage in any form of bribery, corruption, or illegal activities.
- We respect intellectual property rights and ensure that our products and services comply with relevant regulations.

**3. Respect for Customers:**

- We treat our customers with respect, fairness, and professionalism.
- We provide accurate information about our products and services and strive to meet customer needs and expectations.
- We handle customer complaints and concerns promptly and courteously.

**4. Respect for Employees:**

- We provide a safe, healthy, and inclusive work environment where all employees are treated with dignity and respect.
- We do not tolerate discrimination, harassment, or any form of unfair treatment.
- We promote diversity, equal opportunities, and work-life balance for all employees.

**5. Environmental Responsibility:**

- We are committed to minimizing our environmental impact and promoting sustainable practices.
- We comply with environmental regulations and strive to reduce waste, conserve resources, and minimize pollution.
- We seek to source environmentally friendly materials and ingredients for our products whenever possible.

**6. Social Responsibility:**

- We contribute positively to the communities in which we operate through philanthropic initiatives and responsible corporate citizenship.
- We respect human rights and labor standards throughout our supply chain.
- We support fair trade practices and ethical sourcing of ingredients and materials.

**7. Confidentiality and Privacy:**

- We respect the confidentiality of sensitive information belonging to our customers, employees, and business partners.
- We safeguard personal data and comply with data protection laws and regulations.
- We do not disclose confidential information without proper authorization.

**8. Conflict of Interest:**

- We avoid situations that may create a conflict of interest between personal interests and the interests of the company.
- We disclose any potential conflicts of interest and seek guidance from management to resolve them appropriately.
- We act in the best interests of the company and avoid any actions that could compromise our integrity or impartiality.

**9. Reporting Violations:**

- We encourage all employees to report any violations of this Code of Ethics or any unethical behavior they encounter.
- We provide multiple channels for reporting concerns, including anonymous reporting options.
- We investigate all reported violations promptly and take appropriate disciplinary action when necessary.

**10. Continuous Improvement:**

- We are committed to continuously reviewing and improving our ethical standards, policies, and practices.
- We encourage open dialogue and feedback to identify areas for improvement and address emerging ethical challenges.
- We promote a culture of ethics and integrity throughout the organization.

By adhering to the principles outlined in this Code of Ethics, we uphold the reputation and values of Paper Converting Company Limited and contribute to our long-term success and sustainability.

23-04-2025