



# CBK Code of Conduct for Employees

## CBK Code of conduct



## 1. Purpose and Commitment

At CBK, our primary focus is conducting business with honesty and integrity. We prioritize adhering to all applicable laws, and global regulations, above any other business objectives. We are committed to maintaining a code of conduct aligned with best practices and reflects our dedication to ethical behavior.

## 2. Who Must Abide by the Code

This code applies to all individuals associated with CBK. This includes permanent and temporary employees, contractors, and those representing CBK in any capacity. Moreover, the principles outlined in this code extend to all members of CBK's board of directors and advisory team.

## 3. Roles and Responsibilities

Every member of the CBK community bears the responsibility to uphold and promote the principles outlined in this code. While the code may not offer specific guidance for every situation, it serves as a guide to ethical decision-making. Importantly, if an individual observes a potential breach of this code, they are obligated to report it promptly. Failure to report such concerns may result in appropriate disciplinary action.

## 4. Core Ethical Principles

### 4.1 Respect for Human Rights

Our commitment extends to respecting fundamental human rights, as enshrined in the Universal Declaration of Human Rights. We steadfastly adhere to the core principles laid out by the International Labour Organization (ILO), which include ensuring freedom of organization, prohibiting child labor, forced labor, and discrimination.

### 4.2 Promotion of Equality and Diversity

CBK is dedicated to fostering a workplace that values equal opportunities and diversity. We treat every individual fairly and impartially, irrespective of factors like gender, nationality, religion, disability, age, sexual orientation, or political affiliation. Creating a professional and inclusive environment is essential, and any form of harassment, discrimination, or degrading behavior is strictly prohibited.

### 4.3 Environmental Responsibility and Occupational Safety

CBK takes responsibility for both environmental sustainability and the safety of its workforce. This commitment extends not only to our own operations but also to our partners. We advocate for a proactive approach in reducing our environmental impact and upholding industry-leading health, safety, and environmental standards.

### 4.4 Ethical Engagement with Third Parties

Our partnerships are forged with entities that share our ethical values and principles. This commitment applies to customers, suppliers, agents, potential merger and acquisition targets, and all other third parties. We rigorously adhere to local and international sanctions laws, ensuring our interactions are within the boundaries of legality and integrity.



#### **4.5 Fair Competition**

CBK is unwavering in its commitment to fair competition. Engaging in agreements or discussions that undermine fair competition is strictly prohibited. CBK personnel are prohibited from sharing confidential information, such as pricing, costs, strategy, customers, or suppliers, with competitors.

#### **4.6 Zero Tolerance for Corruption and Fraud**

Transparency and openness underpin our business operations across all locations. Corruption and fraudulent activities have no place within CBK. Any involvement in or facilitation of corrupt or fraudulent activities, even indirectly, is unequivocally prohibited.

#### **4.7 Management of Conflict of Interest**

While CBK welcomes engagement with external endeavors, a duty of loyalty to CBK must be maintained. Conflicts of interest must be disclosed transparently to ensure impartiality and avoid any negative impact on CBK. This extends to refraining from accepting personal benefits from existing suppliers and customers.

#### **4.8 Prevention of Money Laundering and Asset Protection**

CBK maintains a stringent stance against money laundering and terrorist financing. We only engage with partners who conduct legitimate business activities and source funds from lawful channels. Thorough identification and monitoring processes are in place to prevent any involvement with unacceptable payments.

#### **4.9 Safeguarding Information Security and Privacy**

The confidentiality of CBK's business-related information and personal data is paramount. We handle information, IT systems, and internet services responsibly and professionally. We are committed to respecting individual privacy and complying with relevant data protection laws.

#### **4.10 Prohibition of Insider Trading**

CBK is fully committed to adhering to regulations concerning insider trading. Using non-public information to trade financial instruments, as well as sharing such information with unauthorized parties, is strictly prohibited.

### **5. Reporting and Addressing Concerns**

Individuals who witness a potential violation of this code are encouraged to report their concerns without delay. A well-defined reporting structure ensures confidentiality and protection against retaliation. Failing to report or raise concerns is considered a breach of this code.

### **Conclusion**

By adhering to the CBK Code of Conduct, we collectively commit to a foundation of ethics and integrity. This code serves as our compass, guiding us to make principled decisions and fostering a workplace culture we can all be proud of.

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Adopted by CBK August 2023