



Bringing Potentials Together

Britannia Transworld Limited

Code of Conduct

Our Responsibilities

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Introduction

Britannia Transworld code of conduct is a legal document set standard of behaviour of the employees we can expect one another and all third parties expect from us.

1

Our Code of Conduct

1.1 Code of Conduct Apply to

1.2 Code of Conduct Responsibilities

1.1

Code of Conduct Apply to

Britannia Transworld code of conduct applies to all of our employees, customer, suppliers, contractors and consultants wherever they are located, all of them must comply with the law of the country.

1.2

Code of Conduct Responsibilities

Managers and supervisor of the company have the responsibilities to explain, guide and provide the code of conduct copies to the employees.

2

Adhere to all Laws and Regulations

2.1 Compliance with Laws And Regulations

2.2 Ethical Conduct

Britannia Transworld confirms that all of its business activities are carried out with the laws and is committed to follow the international laws, import and export requirements.

2.1 Compliance with Laws and Regulations

All employees of Britannia Transworld will respect with applicable laws and regulations of export control and international trade regulations governing our business activities.

2.2 Ethical Conduct

Britannia Transworld is committed to ethical standards in conducting our business. Employees will not engage in fraudulent, corrupt, payments, gifts and extortion during business activities. We respect the intellectual property of our and all others.

3

Honest, Fair and Trustworthy in Business Dealing

3.1 Working with Customers, Suppliers and Partners

3.2 Confidential Information and Business Data

3.3 Compliance with Financial Record and Reporting

3.4 Information Technology, Company Systems and Property

3.5 Compliance with Competition Laws

Britannia Transworld has the honesty and transparency in dealing with third parties during our course of business.

3.1

Working with Customers, Suppliers and Partners

Britannia Transworld works with customers, suppliers and third parties in a consistent manner with our reputation as a reliable, lawful, efficient, honest and trustworthy business partner. Our business dealings are fair, transparent and understood by all concerned.

3.2

Confidential Information and Business Data

Britannia Transworld provides accurate company business data and information required by the concerned department, public and business partners.

3.3

Compliance with Financial Record and Reporting

Britannia Transworld must record all of its financial business activities and reporting accurately. We follow internationally recognised accounting standards and practices, rules, regulations and controls. We don't make any improper payments to gain or receive any advantage in any one or anywhere in either the public or private sector.

We keep and maintain all the business and personal documents required by the law of the country which includes Business records, expense reports, invoices, vouchers, payrolls and employee records. We do not conceal transaction, such as asset, liability and other financial information from management as well as internal and external auditors.

3.4

Information Technology, Company Systems and Property

Britannia Transworld employees and management must follow policies, information system, equipment, password and privacy. These are not allowed to use for the personal and non-work purpose and must be kept confidential, secure and safe.

The confidential documents are trade secret which contains business, financial information, business plan strategies, our process, product technical specification and drawings, practicing and pricing policy of the organization, customer, suppliers, third party and employee information.

We are committed to protect our property, equipment, inventories, supplies, information, and intellectual property belonging to the customer and third party related to us. Customer, supplier and third parties are also obliged to protect our confidential information.

3.5

Compliance with Competition Laws

Britannia Transworld follows fair, competitive practices and complies with all applicable competition laws. Our employees will not enter into any agreements or understandings with competitors, or engage in other conduct, that undermines competition.

4

Conflicts of Interest between Work and Personal

4.1 Conflicts of Interest

4.2 Inside Trading and Information

4.1

Conflicts of Interest

The purposes of this policy are to protect the integrity of the company and the employees. Conflict of interest arises when a person participates in a decision about a matter which may benefit or be seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter. All such types of personal and business activities must be avoided.

4.2

Inside Trading and Information

It is illegal to do the same nature of the business and any other business or work with any organisation or business house during the employment with us.

It is also illegal to communicate and passed on inside information to any third party related to us during business and outside business hours while working for us.

It is the legal obligation of the employee and management of the organisation to keep confidential all of information, business transaction, and third parties.

5

Protect Health and Safety, Community and Environment

5.1 Health and Safety

5.2 Community and Environment

5.1

Health and Safety

Britannia Transworld is committed to practice strict all legal requirements of health and safety for our employees, community and customer and should not be compromised for any other business priority.

The supervisor and managers must ensure that all employees are sufficiently aware with the health and safety rules as well as regulation and prevention of injuries in the workplace.

5.2

Community and Environment

Britannia Transworld aims to be an open, positive and supportive working community. We promise to promote positive relationships with local communities where we operate, and also contribute to a safe local environment.

6

Fair Employment Environment

6.1 Privacy Policy

6.2 Harassment and Discrimination

6.3 Human Rights

6.1

Privacy Policy

Britannia Transworld is committed to respect the privacy of individuals and will handle personal information and data according to data protection privacy laws. This law covers the personal details and information which is only used for business reason. The information will not be disclosed, use or give to anyone.

6.2

Harassment and Discrimination

Britannia Transworld is committed that all activities shall be conducted without harassment and discrimination on the basis of race, ethnicity, disability, age, gender, sexual orientation, language and religion.

6.3

Human Rights

Britannia Transworld respects the personal dignity, privacy and the right of each individual who works for or with us. We oblige a similar commitment from our suppliers and third parties as well. We are committed to comply with the national law of wages and safe working condition.

7

Acknowledgment and Contact Information

7.1 Code of Conduct Acknowledgment

7.2 Information and Contacts

7.1

Code of Conduct Acknowledgment

I understand that it is my responsibility to read, to understand, and to update the contents of the Britannia Transworld Limited Code of Conduct.

I acknowledge that I have received a copy of the Code of Conduct for my review. I also understand that breach or violation of the Code of Conduct may result in disciplinary action (which may include termination as an employee immediate dismissal for just cause without notice or pay in lieu of notice).

I further acknowledge that I have been afforded the opportunity to ask any questions I have concerning the content of the Code of Conduct.

Name : _____

Signature : _____

Date : _____

7.2

Information and Contacts

Sustainability

For further information about our commitment to a sustainable business practice, please consult our website:

www.britanniatransworldltd.com

Contact

For Code of Conduct, please contact our Human Resources Department

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