

INTRODUCING THE CODE OF CONDUCT



This is your Code of Conduct and it is relevant to you. Read it. Understand it. Follow it. The rules and guidelines contained in this handbook are the boundaries within which every Green Ocean* employee must operate every day. The Code does not exempt anyone. Following our core values and Business Principles, it instructs and advises you how to avoid situations that may damage you or Green Ocean*. It sets high standards and shows you how to achieve them.

WHAT IS THE CODE OF CONDUCT?

- Rules
- Standards
- Expected behaviours

WHO IS THE CODE OF CONDUCT FOR?

Every employee, director or officer in every wholly-owned Green Ocean* company and in every Joint Venture company under Green Ocean* control must follow the Code of Conduct. Contract staff must also follow the Code. Contractors or consultants who are our agents or working on our behalf or in our name, through outsourcing of services, processes or any business activity, will be required to act consistently with the Code when acting on our behalf. Independent contractors or consultants will be made aware of the Code as it applies to our staff in their dealings with them. Joint Venture companies not under Green Ocean's* control are encouraged by Green Ocean* to adopt similar principles and standards.



WHY DO WE NEED THE CODE OF CONDUCT?

OUR CORE VALUES:

- HONESTY
- INTEGRITY
- RESPECT



To describe the behaviour expected of our employees and how they relate to our Business Principles and core values.

The companies in which Green Ocean* Pte Ltd directly and indirectly owns investments are separate entities. In this publication, the expressions 'Green Ocean*', 'Group' and 'Green Ocean* Group' are sometimes used for convenience where references are made to Green Ocean* companies in general. Likewise the words 'we', 'us' and 'our' are also used to refer to Green Ocean* companies in general or those who work for them. These expressions are also used where there is no purpose in identifying specific companies.

HOW CAN THE CODE OF CONDUCT HELP YOU?

Inside you will find practical advice about practices, values and regulations, expectations and guidance relating to others. We also provide directions to further information sources to help you use your own good judgement. (eg. Your Responsibility, The Principles, Challenge Yourself)

OVERVIEW

The principles of ethical business behaviour are laid down in the Green Ocean* General Business Principles (GBP) and the Code of Conduct. The GBP govern how Green Ocean* companies conduct their affairs. This Code of Conduct describes the behaviour Green Ocean* expects of you and what you can expect of Green Ocean*. The language is not legalistic and the Code is more than a set of rules. It should be viewed as an essential guide. The values underlying the Code of Conduct are obvious and universal – **honesty, integrity and respect for people**. Your conduct will be judged by how you live by those values, and how you have met the intention and spirit of the principles in the Code.

TELL GREEN OCEAN*

Throughout the Code you will see situations in which you are expected to 'Tell Green Ocean*' and report or seek advice about your concerns. You can do so by reporting or talking to: your line manager or supervisor; any other senior Green Ocean* person with whom you feel comfortable to have such a conversation, or to whom you could send an email to Human Resource: *hr@greenocean.com.sg*

All reported concerns will be logged and handled in accordance with consistent case management and investigation guidelines.

In the Code we mention specific areas where a breach of the Code is likely to carry severe consequences. But all breaches may involve serious consequences up to and including dismissal, and in some cases fines and imprisonment.