

Code of Conduct & Workplace Policies

Commitment to a Respectful & Inclusive Workplace

At IPAK, we are committed to fostering a professional, inclusive, and respectful work environment. Our workplace policies ensure fairness, integrity, and compliance with applicable laws, while promoting a culture of mutual respect among all employees and larger stakeholders.

Workplace Harassment

We maintain a **zero-tolerance policy** against workplace harassment of any kind. Any discrimination or harassment based on race, color, gender, religion, nationality, age, or disability is strictly prohibited. Employees shall work together in an environment free from intimidation, isolation, or unfair treatment.

Protection Against Sexual Harassment

IPAK fully complies with **The Protection Against Harassment of Women at the Workplace Act, 2010** and related laws. Any form of sexual misconduct, exploitation, or harassment including verbal or physical advances, coercion, or intimidation is strictly prohibited. Reports of such behavior shall be taken seriously, and retaliation against complainants shall result in strict disciplinary action.

Workplace Safety & Prohibited Items

To maintain a **safe and secure workplace**, we strictly prohibit:

- Possession of weapons, explosives, or hazardous materials (except for authorized security personnel).
- Acts of violence, threats, or intimidation.
- Consumption or possession of drugs, alcohol, or engagement in gambling on company premises.

No-Smoking Policy

For the health and safety of our employees and visitors, **smoking is strictly prohibited** in all office buildings and within a 5-meter radius of the premises. Designated smoking areas may be assigned where necessary. Employees violating this policy shall be subject to disciplinary action.

Confidentiality & Data Protection

Employees are required to maintain the confidentiality of **company records, financial information, business strategies, and personal employee data**. Sharing such information without authorization is a serious offense and may result in legal consequences.

Conflict of Interest Disclosure

To maintain transparency, employees shall disclose any **personal, financial, or professional relationships** that could create a conflict of interest with the company. Regular disclosure questionnaires shall be required, and employees shall report any potential conflicts to the HR department immediately.

Media & Public Communications

Only authorized spokespersons may interact with the **press, financial community, or regulatory bodies** on behalf of the company. Any inquiries shall be directed to the designated representatives to ensure consistency and accuracy in external communications.

Compliance with Laws & Ethical Conduct

All employees shall adhere to **federal and provincial laws, industry regulations, and company policies**. Ethical business practices, fairness, and integrity are fundamental to our operations. Violations of the code may result in disciplinary action, including termination of employment.

Reporting Violations & Whistleblower Protection

We encourage employees to **report any violations or unethical behavior** without fear of retaliation. All reports shall be treated with confidentiality and handled appropriately by the designated HR representatives.

Policy Oversight & Enforcement

The **HR Department** is responsible for implementing and monitoring compliance with this Code of Conduct. Regular audits shall be conducted to ensure adherence to policies.