

CODE OF CONDUCT POLICY

Delta International Recruitment Agency

1. Purpose

This Code of Conduct Policy defines the ethical principles, standards, and behaviors expected of all individuals representing Delta International Recruitment Agency ("the Company"). The Company is committed to integrity, professionalism, transparency, and lawful business practices in all operations.

2. Scope & Applicability

This Policy applies to all directors, officers, employees, recruiters, agents, consultants, contractors, intermediaries, and third parties acting on behalf of the Company. Compliance with this Policy is mandatory.

3. Compliance with Laws & Regulations

All individuals must comply with applicable local and international laws, including labor, immigration, employment, anti-bribery, anti-corruption, and data protection laws.

4. Ethical Business Conduct

The Company conducts business honestly, fairly, and transparently. Fraud, corruption, bribery, misrepresentation, or any unethical conduct is strictly prohibited.

5. Anti-Bribery & Anti-Corruption

No improper payment, gift, or benefit may be offered, given, requested, or accepted to influence decisions or gain unfair advantage. This applies to both public and private sector dealings.

6. Conflicts of Interest

Individuals must avoid situations where personal interests conflict or appear to conflict with the interests of the Company. Any actual or potential conflict must be disclosed promptly.

7. Respectful Workplace

Delta International Recruitment Agency promotes a professional, respectful, and inclusive work environment. Discrimination, harassment, or abusive behavior will not be tolerated.

8. Confidentiality & Data Protection

Confidential, proprietary, and personal information must be protected and used only for legitimate business purposes. Unauthorized disclosure is prohibited.

9. Financial Integrity & Records

All records and financial transactions must be accurate, complete, and properly documented. False or misleading entries are prohibited.

10. Use of Company Assets

Company assets and systems must be used responsibly and solely for authorized business purposes.

11. Reporting & Non-Retaliation

Employees and stakeholders are encouraged to report misconduct in good faith. Reports are confidential, and retaliation is strictly prohibited.

12. Accountability & Disciplinary Action

Violations of this Policy may result in disciplinary action, termination, or legal proceedings where applicable.

13. Oversight & Responsibility

Senior management is responsible for enforcing this Policy and ensuring ethical conduct across the organization.

14. Policy Review

This Policy will be reviewed periodically and updated as required.

15. Commitment

Delta International Recruitment Agency is committed to the highest standards of integrity and ethical conduct.

Approved by: Management

Effective Date: 16-07-2016

Policy Owner: Compliance & Governance Delta Management