



ALINE CODE OF CONDUCT

At Aline Facility Management, we are committed to maintaining the highest standards of ethics and integrity in all of our business activities. Our Code of Conduct serves as a guide for all employees and provides a framework for ethical decision-making.

1. **Compliance with Laws and Regulations** We comply with all applicable laws and regulations in all of our business activities. We expect all employees to comply with these laws and regulations, as well as our internal policies and procedures.
2. **Conflicts of Interest** We avoid conflicts of interest and any appearance of impropriety. If a conflict of interest arises, employees must disclose it to their supervisor or Human Resources representative.
3. **Confidentiality** We protect confidential information and respect the privacy of our clients and employees. We do not disclose confidential information unless authorized or required by law.
4. **Respectful Workplace** We maintain a workplace free from discrimination, harassment, and retaliation. We treat all employees and clients with respect and dignity.
5. **Fair and Honest Business Practices** We conduct business with honesty, integrity, and fairness. We do not engage in bribery or other corrupt practices, and we do not offer or accept gifts or favors that could compromise our ethical standards.
6. **Safety and Health** We are committed to providing a safe and healthy work environment for our employees and clients. We comply with all applicable safety and health regulations and take all necessary precautions to prevent accidents and injuries.
7. **Environmental Responsibility** We are committed to environmental responsibility and sustainability. We minimize our environmental impact by conserving resources, reducing waste, and recycling whenever possible.
8. **Reporting Violations** We encourage employees to report any violations of our Code of Conduct or other ethical concerns. Employees can report concerns to their supervisor, Human Resources representative, or through our anonymous reporting system.

Adherence to our Code of Conduct is critical to maintaining the trust and confidence of our clients, employees, and stakeholders. All employees are expected to uphold these standards and report any violations promptly.