

Chatsworth Medi@rt Academy Pte Ltd

Code of Ethics

Policy brief & purpose

The Company's professional Code of Ethics Policy aims to give our employees guidelines on our ethics and stance on various controversial matters. We trust all employee to use their better judgment, but we wanted to provide a concrete guide for all to fall back on when they are unsure about how they should act.

Scope

This policy applies to everyone The Company employed or have business relations with. This includes individual people such as employees, interns, and volunteers, but also business entities, such as vendors, enterprise customers, or venture capital companies.

Note that The Company's Code of Ethics is slightly different from Code of Conduct. Code of Conduct may include elements such as dress code and social media use, whilst the Code of Ethics refers to legally or morally charged issues. Still, these two codes do overlap.

Policy elements

What is meant by the code of professional ethics?

First, let's define The Code of Ethics: they are a set of principles that guide the behavior of people in a business context. They are essential to maintaining the legality of our business and a healthy workplace.

What is the purpose of a professional code of ethics?

Having The Company's ethics in writing doesn't mean that we don't trust our employees. We strive to hire ethical people who have their standards, so we expect that a written code won't be necessary most of the time.

But, it can still be helpful. Employee may find themselves in a situation where they are not sure how they should act. Some ethics also correspond to laws that employee absolutely must know to do the job properly, so we will mention them in The Company's Code of Ethics.

When an employee behaves, or intends to behave, in a way that's against The Company's Code of Ethics, or applicable laws, we will have clear guidelines on what disciplinary actions we will consider.

For these reasons, we advise you to read this document carefully and consult with your manager or HR, if you have doubts or questions.

The components of The Company Code of Ethics:

1. **Compliance with the Law**
2. **Integrity and Honesty**
3. **Justice**
4. **Embrace Diversity and Inclusion**
5. **Professionalism**
6. **Teamwork**
7. **Conflict of Interest**
8. **Disciplinary Actions**
9. **Contact Information**

1. Compliance with the Law

- i. The Company will comply fully with the laws and regulations of Singapore and of all places where we operate, and international rules, social norms and internal rules, codes of practices, legal, regulatory and licensing requirements applicable to the different jurisdictions where it operates.
- ii. The Company and do not tolerate illegal acts or violation of rules even if they are done for the benefits of The Company or individual.

2. Integrity and honesty

- i. We need to work together to achieve The Company's mission. Employee's behavior should contribute to each goal whether financial or organizational. You are expected to:
 - Value honesty and openness
 - Demonstrating reliability and trustworthiness
 - Take responsibility and accountability for your actions
 - Keep your promises

3. Justice

- i. Don't act in a way that exploits others, their hard work, or their mistakes. Give everyone equal opportunity and speak up when someone else doesn't.
- ii. Be objective when making decisions that can impact other people, including when you're deciding to hire, promote or fire someone. Be sure that you can justify any decision with written records or examples. Seek and use the most objective methods in any case; for example, when interviewing candidates, ask the same interview questions to all of them and avoid judging non-job-related criteria, like the dress, appearance, etc.
- iii. Also, don't discriminate against people with protected characteristics, as this is forbidden by law. If you suspect you may have an unconscious bias that influences your decisions, ask for help from HR.
- iv. When exercising authority, be fair. Don't show favoritism toward specific employees and be transparent when you decide to praise or reward an employee.
- v. If you need to discipline an employee, be sure to have prepared a case that you can present to HR. You must not retaliate against employees or applicants (such as in cases when they've filed complaints) as this is forbidden by law.
- vi. Be just toward customers or vendors, too. If you think our company was in the wrong in a specific instance, don't try to cover it up or accuse the other side. Discuss with your manager to find solutions that can benefit both sides

4. Embrace Diversity and Foster Inclusion

- i. Treating everyone with fairness and respect irregardless of age, gender, ethnicity, religion, disability, sexual orientation, education and national origin.
- ii. It's mandatory to respect everyone you interact with. Be kind, polite, and understanding. You must respect others' personal space, opinions, and privacy. Any kind of violence is strictly prohibited. You're also not allowed to harass or victimize others. (*refer to The Company's Anti Harassment Policy*).

3. Professionalism

- i. We all need to put a healthy amount of effort into our work. Not just because we're all responsible for The Company's success and image, but also because slacking off affects our colleagues. Incomplete or slow working might hinder other people's work or cause them to shoulder the burden themselves. This comes in direct conflict with our respect and integrity principles. So you need to:
 - Be Committed to work.
 - Accountable and Competence for all goals and tasks set for you
 - Manage your time to work efficiently.
 - Be on time
 - Continuous learning and development.

6. Teamwork

- i. Working well with others is a virtue, rather than an obligation. You will certainly get to work autonomously and be focused on your projects and responsibilities. But, you should also be ready to collaborate with and help others.
- ii. Be generous with your expertise and knowledge. Be open to learning and evolving. If days go by without you consulting or brainstorming with anyone, you are missing out on opportunities for excellence. Instead, work with others, and don't hesitate to ask for help when you need it.

7. Conflict of interest

- i. A conflict of interest may occur when your interests raise a question of whether your actions, judgment, and/or decision-making can be unbiased.
- ii. when you choose personal gain over duties to The Company, or exploits your position for personal gain in some way.
- iii. For this reason, conflicts of interest are a serious issue for all everyone. The Company expects all employees to be vigilant to spot circumstances that create conflicts of interest, either for themselves or for their direct reports.
- iv. Following The Company's policies and always act in The Company's best interests. Whenever possible, do not let personal or financial interests get in the way of the job. If you are experiencing an ethical dilemma, talk to your manager or HR and The Company will try to help you resolve it.

8. Disciplinary Actions

- i. The company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our **Code Of Ethics Policy**. Disciplinary actions will vary depending on the violation. Possible consequences include:
 - Reprimand.
 - Suspension or termination for more serious offences.
 - Detraction of benefits for a definite or indefinite time.
 - Legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

9. Contact information:

If you are unsure or needed clarifications/advice, you can reach out to the following office- in-charge:

- **HR Manager:** Amanda Ang
email: amanda@cma-academy.com
Office: 6337 5449
- **CEO:** Michelle Lim
email: michelle@cma-academy.com
Office: 6337 5449