



PROFESSIONAL CODE OF CONDUCT

At Sunseap Group, we are committed to establish and comply with the Sunseap's Code of Conduct as follows:

1. To respect and comply with the laws, regulations and fair social rules in Singapore and other countries where we conduct businesses, as well as their values and act in good faith while maintaining the highest ethical standard to achieve clients' fulfilment and the public's trust.
2. To respect each employee's individuality and human rights and provide a safe, comfortable and harmonious working environment oriented towards a fair and trusting behaviour.
3. To exhibit utmost respect, courtesy, patience and politeness towards all internal customers as well as external customers.
4. To act as a good corporate citizen, continuously striving to achieve co-prosperity with our customers, business partners and the public.
5. To provide information about our business to corporates, organisation bodies and relevant business partners to enhance corporate transparency, while at the same time, respect and protect information from improper uses.
6. To maintain confidentiality over clients' and suppliers' records and the Company's information.
7. To conduct ourselves responsibly in all our dealings with business partners/suppliers/guests.
8. To understand and respect the rights and assets of individuals and Sunseap, and ensure their legitimate use for business purposes. We are committed to protect the reasonable privacy expectations of personal information of everyone we do business with.
9. To practise continuous improvement in our management of principles and ethics.