



# POLICY OF ETHICAL BEHAVIOUR

## 1. Overview

Home Republic Limited is committed to protecting employees, partners, vendors and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When Home Republic Limited addresses issues proactively and uses correct judgment, it will help set us apart from competitors. Home Republic Limited will not tolerate any wrongdoing or impropriety at any time and will take the appropriate measures quickly to correct the issue if the ethical code is broken.

## 2. Purpose

The purpose of this policy is to establish a culture of openness, trust and to emphasize the employee's and consumer's expectation to be treated to fair business practices. This policy will serve to guide business behaviour to ensure ethical conduct. Effective ethics is a team effort involving the participation and support of every Home Republic Limited employee and contractor. All employees and contractors should familiarize themselves with the ethics guidelines that follow this introduction.

## 3. Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at Home Republic Limited, including all personnel affiliated with third parties.

## 4. Policy

### 4.1 Executive Commitment to Ethics

- Senior leaders and executives within Home Republic Limited must set a prime example. In any business practice, honesty and integrity must be top priority for executives.
- Executives must have an open-door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert executives to concerns within the work force.
- Executives must disclose any conflict of interests regard their position within Home Republic Limited.

### 4.2 Employee Commitment to Ethics

- Company employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.
- Every employee needs to apply effort and intelligence in maintaining ethics value.
- Employees must disclose any conflict of interests regard their position within Home Republic Limited.

- Employees will help Home Republic Limited to increase customer and vendor satisfaction by providing quality products and timely response to inquiries.
- Employees should consider the following questions to themselves when any behaviour is questionable:
  - *Is the behaviour legal?*
  - *Does the behaviour comply with all appropriate company policies?*
  - *Does the behaviour reflect company values and culture?*
  - *Could the behaviour adversely affect company stakeholders?*
  - *Would you feel personally concerned if the behaviour appeared in a news headline?*
  - *Could the behaviour adversely affect company if all employees did it?*

#### 4.3 Company Awareness

- Promotion of ethical conduct within interpersonal communications of employees will be rewarded.
- Home Republic Limited will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

#### 4.4 Maintaining Ethical Practices

- Home Republic Limited will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager, director needs consistently maintain an ethical stance and support ethical behaviour.
- Employees at Home Republic Limited should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.
- Company directors are to make sure the ethical code is delivered to all employees and contractors, and that concerns regarding the code can be addressed.
- Employees are required to recertify their compliance to Ethics Policy on an annual basis.