

# Growth Consulting Asia

Code of Conduct for all Staff, Business Partners and Consultants

# Code of Conduct for all staff of Growth Consulting Asia

This code of conduct establishes a binding foundation for behaviour from all levels of employees, business partners, consultants and working student of Growth Consulting Asia in all jurisdictions

# The 9 Codes of Conduct

Integrity & Prevention of Bribery and Corruption

Business Relationships

Internal Cooperation

Promotion & Development of Competencies

Sustainability & Social Responsibility

Data Privacy & Confidentiality

Creativity & Innovation

Health

Diversity

# Integrity & Prevention of Bribery and Corruption

## **INTEGRITY**

All staff are responsible for a high level of integrity.

Actions are based on respect

We comply with all regulations and internal guidelines

We deal with others with transparency, equality & mutual benefit.

## **PREVENTION OF BRIBERY AND CORRUPTION**

Misconduct & corruption are punishable by law.

Conflicts of interest are actively avoided, or combated.

No individual is to provide, nor accept, any personal advantages.

# Business Relationships

We are customer-focused

We seek win-win solutions

Our behaviour is marked by professionalism, respect and fairness

We treat all our stakeholders the way we want to be treated

We are quality and long-term focused

# Internal Cooperation

## **Teamwork**

We value collaboration based on trust and respect

We deal with everyone fairly, openly and honestly

We seek the best for all

## **Communication**

We place emphasis on clear, open and honest communication

We embrace all cultures and all languages

We encourage all staff to come up with ideas

We always support all who try and never give up

# Promotion & Development of Competencies

As a training company, we support all individuals' personal growth

We encourage all staff to co-create customer solutions

Each individual is required to devote one day a month to learn something new and apply that

All staff are expected to embrace the growth mindset and never give up!

# Sustainability & Social Responsibility

Social costs are important to the company

We do not engage in activities that will increase the carbon footprint of our services to customers

Whenever possible, we will use electronic means to deliver content

We shall not print or expend fuels needlessly in the conduct of our services



# Data Privacy & Confidentiality

All data is precious commodity entrusted to us by our employees, customers and business partners which we shall ever protect

The protection to the right of privacy is our highest priority

We commit to collect only the data we need to perform our services and no more

We commit to protect the privacy of such data from misuse including the internal sharing of such information

# Creativity & Innovation

Creativity and Innovation are the hallmarks of GCA

Through creative conduct in all aspects of our business, we make innovation happen

All staff are required to regular reflect, review and improve processes for our internal and external customers

All staff are regularly provided the opportunity, and are given the freedom, to experiment with new ideas for an innovative solution

All individuals are challenged to new perspectives for creativity and innovation

# Health

At GCA, we place great emphasis on personal health

From the Founder to all contract staff, each member is required to clock at least 2 hours of aerobic exercise, which they consume from company time

The company emphasises work-life balance and require all members to spend adequate family and personal activity time

All staff are required to maintain safe working habits and always be on the lookout for hazards at the workplace, removing them where present

All staff are required to observe road safety rules, including a zero tolerance to drink-driving and use of mobile communication devices while driving.

# Diversity

As Singapore is a multicultural society, so too is GCA

We employ and promote based on performance merits only

We do not discriminate against any persons for any reasons

We employ equal opportunity in hiring

We encourage all staff to embrace their own individuality regardless of race, language, religion, gender, education, sexual orientation

We respect ALL