



Dear all,

It is important that our staffs, who are involved in any aspect of activity for FYNO Precision Pte Ltd, adhere to the following **Code of Practice, Business Ethic**:

- Give consideration to FYNO's mission and it's code of Practice,
- Employees are encouraged to report ethics violations immediately,
- Obtain maximum value for each dollar spent,
- Decline personal favors, gifts, and gratuities, no form of bribery, including improper offers for payments to or from employees, or organisations, is tolerated,
- Grant all competitive suppliers fair and equal consideration, foster fair, ethical, and legal business practices,
- Conduct business with potential and current customers and suppliers in an atmosphere of good faith,
- Demand honesty in sales representation,
- Receive consent of originator for use of proprietary ideas and designs,
- Make reasonable effort to obtain equitable settlement of any controversy with customer and supplier,
- Accord a prompt and courteous response to all who call on legitimate business,
- Protect the Company's interest by ensuring suppliers honor all their contracts,
- "ZERO" tolerance to money laundering activity,
- Negative discrimination including disability, physical features, political belief, religious belief, racial, marital status, pregnancy and/or sexual discrimination is prohibited,
- No person is to exploit child labour who is below the minimum legal age for employment in accordance with the National laws,
- As far as any relevant laws allow, all employees are free to join trade unions,
- Employees are treated with respect and dignity. Physical or verbal abuse or other harassment and any threats or other forms of intimidation are prohibited,
- Employees understand their employment conditions, fair and reasonable pay and terms are provided,
- Processes are in place to actively improve the efficiency with which finite resources (such as energy and raw-materials) are used, with the implementation of ISO14001:2004 Environmental Management System,
- Appropriate management, operational and technical controls are in place to minimise the release of harmful emissions to the environment.

TK Ng

