



# Preface

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We now live in an interconnected world. Moreover, as technology has grown more ingrained in our everyday lives, it has become more convenient for us to work remotely and for businesses to reach customers across borders and continents. As a result, the possible repercussions of unethical behavior have grown in importance.

At Nosres, our vision is to push forward the frontiers of business for the benefit of humanity. However, to accomplish this vision, we shall comply with the Nosres' Code of Ethics – a set of principles, values, and guidelines that serves as a moral compass describing how we work together and conduct business with others.

This Code is crucial to our survival and applies to all of us, from interns and entry-level employees to managers and executives. Therefore, we shall read it thoroughly and derive guidance from it when making difficult choices or decisions. Similarly, we expect our suppliers, contractors, consultants, and other business partners to read and abide by it.

We shall strive to protect our economy and human society. Consequently, we do not tolerate unethical practices at Nosres – we are committed to the fundamental principles of business ethics and compliance to create a sustainable world for all.

Our responsibility indeed is to generate profit for our shareholders. Nevertheless, if we found a business opportunity that would benefit Nosres and be detrimental to our economy and human society, we would indubitably turn that business opportunity down. We believe moral principles should always prevail over economic considerations when making business decisions.

Overall, let us continue breaking down barriers and opening up new horizons in full compliance with applicable laws and regulations. Let us not undermine our integrity in exchange for material or financial gain.

Thank you very much for committing to upholding this Code of Ethics and promoting ethical behavior throughout Nosres!

— Claudy Fleurant



*“Our vision is to push forward the frontiers of business for the benefit of humanity.”*

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# CHAPTER 1

## Introduction

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This introductory chapter provides a background of the work. It also outlines the word “ethics” briefly. In addition, it explains Nosres’ Core Values. Next, it outlines Nosres commitment to integrity. After that, it provides some suggestions for using the Code of Ethics effectively. Finally, it provides the structure of the Code of Ethics.

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## Background

Curious about the world around us, we humans strive to understand the complexities of our existence by asking timeless philosophical questions. These questions may include “*What is the meaning of existence?*”, “*What makes wrong actions wrong?*”, etc. We always refer to philosophy to help us answer them.

Etymologically, the word “*philosophy*” derives from the Greek via Latin “*philosophia*” (**philos**: “*love*”; and **sophia**: “*wisdom*”), meaning “*love of wisdom*”. It teaches us how to think critically, logically, and analytically. Philosophy comprises four parts, and we learned them in the following order: (1) psychology, (2) logic, (3) ethics, and (4) metaphysics. Each branch asks different philosophical questions. For this document, we will focus on the third one – **ethics**.

## Outline of Ethics

Derived from the Greek word “**ethos**”, which means “*way of living*”, Ethics, also called moral philosophy, is a set of beliefs about what is morally good and bad and morally right and wrong. Simply put, it is the branch of philosophy that deals with moral principles and human conduct, more specifically the behavior of individuals in society. As shown in Table 1.1, in Western philosophy, schools of ethics can be divided

roughly into three major schools.

First, according to virtue ethics, which is based on Aristotle’s writings, the virtues (such as justice, charity, and generosity) are tendencies to act in ways that are advantageous to both the person who possesses them and their society.

The second, duty ethics, also known as deontological ethics, is primarily supported by Kant and places the notion of duty at the center of morality. According to this view, people are obligated to obey the categorical imperative to respect other rational beings out of a knowledge of their duty as rational beings.

Thirdly, utilitarian ethics, also called utilitarianism, judges the morality of actions based on their consequences. It asserts that the guiding principle of conduct should be the greatest happiness or benefit of the greatest number. In other words, actions are right if they are useful or for the benefit of a majority.

Although many people are inclined toward utilitarianism, we suggest considering all three approaches when making difficult ethical decisions in complex situations. As ethical people, we should reflect on our cultivation of virtues and attitudes, or adhere to a set of rules or duties, or stick to the consequences of our actions. We will end up doing the right thing from doing so.

**TABLE 1.1 AN OVERVIEW OF SCHOOL OF ETHICS**

	Virtue Ethics	Duty Ethics	Utilitarian Ethics
Explanation	Morality is not just about following rules or maximizing utility, but about becoming a good and virtuous person.	Our duty is to treat all human beings with respect and dignity, regardless of the consequences of our actions.	Our actions are right if they are useful or beneficial to the greatest number of people.
Question	What kind of person do I want to become?	How can I act in a way that is consistent with my moral duties and obligations?	Does my action promote the greatest good or happiness for the greatest number of people?
Moral Principle	Cultivation of virtues and attitudes, such as integrity, courage, compassion, wisdom, gratitude, humility, care, and reverence.	Adherence to a set of rules or duties, such as respect the autonomy, tell the truth, keep promises, and not harm others.	Focus on consequences, such as maximizing overall well-being, ethical impartiality, ends justify means, cost-benefit analysis, and accountability.
Philosopher	Aristotle	Immanuel Kant	Jeremy Bentham John Stuart Mill

## Nosres' Core Values

Nosres is founded on values that we all share. Those values are more than just words—they are deeply ingrained in our systems and are the pillars of our businesses. We derive guidance from them to choose our business partners. Our core values are as follows: entrepreneurship, passion, curiosity, creativity, innovation, and simplicity.



## Commitment to Integrity

Commitment to integrity is fundamental to Nosres' ethical and moral principles. Nosres does not tolerate any unethical business practices. We adhere to some values and principles that guide our actions and decisions in all situations. We are true to our beliefs and treat others with respect and dignity. Moreover, we conduct business transparently and ethically,

ensuring that all our practices, policies, and decisions align with our values and principles. Accordingly, we always follow relevant laws and regulations, act in the best interests of stakeholders, avoid conflicts of interest, and protect our economy and society.

## Suggestions for Using This Code of Ethics Effectively

This Code of Ethics aims to provide a framework for making ethical decisions and advocates the principles and values that are essential to us. Therefore, it is crucial to incorporate the principles and values of the Nosres Code of Ethics into our daily business activities and decision-making. Here are some suggestions for using it effectively.

### Familiarize Ourselves with the Code of Ethics

First, we must read the Code of Ethics thoroughly and pay close attention to the principles, values, and guidelines outlined in the Code. Next, we need to think about different situations that could occur and how we can apply the Code to each. Then talk to

our colleagues or supervisors about the Code to help us garner different perspectives and insights. Finally, we need to ask questions if there are elements of the Code that are unclear to us.

### Ask Ourselves the Following Questions

Whenever we are faced with complex situations and make difficult ethical decisions in complex situations, we should ask ourselves the following questions:

#### QUESTIONS TO ASK WHEN MAKE DIFFICULT ETHICAL DECISIONS IN COMPLEX SITUATIONS

- 1 Is it ethical?
- 2 Is it legal?
- 3 Is it in line with the Code of Ethics?
- 4 Is it conforming to our principles, values, and guidelines?
- 5 Will it have a positive impact on our stakeholders?

At Nosres, moral principles should always take priority over economic considerations when it comes to making business decisions. Consequently, the answer to these questions should be “Yes.” If we are not sure, we should seek guidance from our supervisors or internal experts before making a final decision and acting.

### Apply the Code of Ethics

The first imperative is to review the Code and identify the principles and values related to the situation that is likely to happen. Next, we should outline all possible options for making a business decision and acting. After that, we should reflect on the consequences of each option to ensure they are in tune with the principles and values of the Code and will not negatively affect our stakeholders.

## Nosres Code of Ethics Structure

To elucidate our principles, values, and guidelines, we divide our Code of Ethics into six chapters (Fig. 1.1). They are as follows:

**Chapter 1:** Introduction

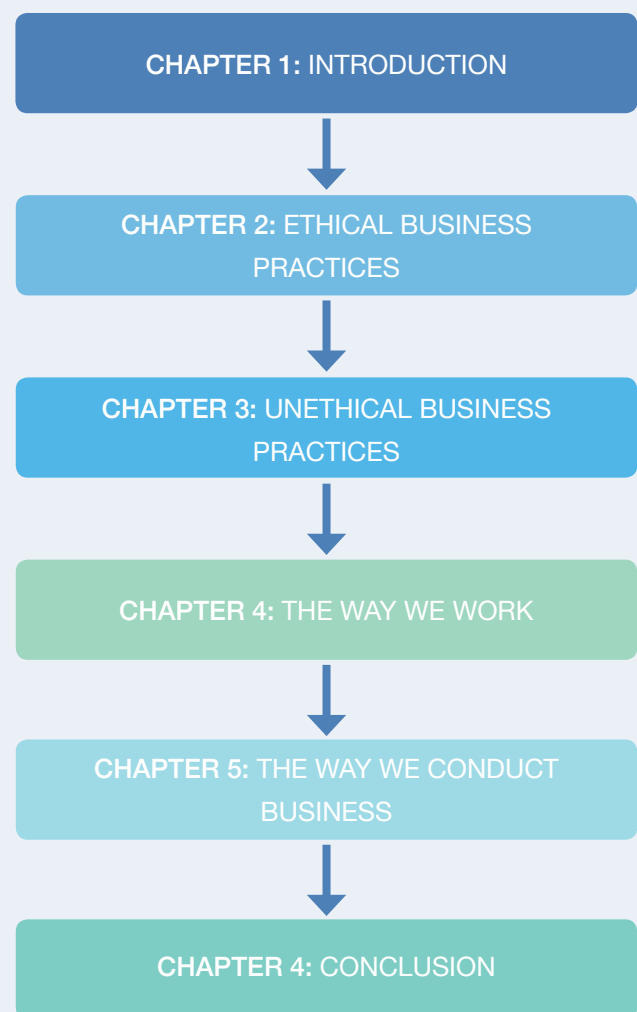
**Chapter 2:** Ethical Business Practices

**Chapter 3:** Unethical Business Practices

**Chapter 4:** The Way We Work

**Chapter 5:** The Way We Conduct Business

**Chapter 6:** Conclusion



**FIGURE 1.1 NOSRES CODE OF ETHICS STRUCTURE**

Furthermore, we include an introductory section in each chapter to introduce the aim and focus of the chapter. We believe that this sequence will make it easier to understand and remember the Code of Ethics.

# CHAPTER 2

## Ethical Business Practices

This chapter defines ethical business practices and provides an outline of the most common ones.

### Definition of Ethical Business Practices

**E**thical business practices are any actions taken by an individual or organization in the business world that are widely accepted as being morally right. In other words, ethical business practices are actions or decisions that commit to doing what is right, even if it is not the easiest or most profitable option. These practices always have a positive impact on employees, customers, economies, as well as human society as a whole.

### Some Ethical Business Practices

There are several ethical business practices that guide Code of Ethics. The most common ones include:

#### Ethical Leadership

Ethical leadership is about leading by example and inspiring others to act with integrity and honesty inside and outside the office. In addition, it implies treating all human beings with respect and dignity and without discrimination.

Therefore, ethical leaders are honest, transparent, and accountable and demonstrate ethical behavior in their leadership roles. Moreover, they create a supportive work environment where every employee

can succeed.

Ultimately, ethical leadership considers making and taking decisions and actions that will have a long-lasting impact on the environment, society, and future generations.

#### Fair Treatment of Employees

Fair treatment of employees is about treating employees with respect, dignity, and equality. It indicates that it is crucial to create a workplace free from harassment and retribution based on employees' race, gender, age, religion, sexual orientation, disability, or any other protected feature.

Therefore, employers who promote fair treatment of employees give all employees equal opportunities, fair compensation, a safe and healthy work environment, and appreciation for their efforts.

Finally, fair treatment of employees considers giving each employee a voice in decision-making that impacts their work as well as clear expectations and feedback on their performance.

#### Respect for Customers

Respect for customers entails treating customers with courtesy and professionalism. It also involves avoiding misleading or deceptive practices and upholding transparency and honesty in all customer interactions.

Employers that respect customers pay attention to their needs and concerns, offer high-quality products and services and address their questions and complaints in a polite and timely manner.

Respecting customers essentially implies developing a solid and gratifying connection with them that is founded on mutual respect, trust, and a determination to provide value.

### Corporate Transparency

Corporate transparency involves honesty, openness, and accountability in all facets of an organization's activities. In addition, it implies making pertinent information easily accessible to all internal and external stakeholders, including employees, customers, shareholders, and the general public.

As a result, businesses that engage in corporate transparency publish key metrics, clearly describe their products and services, and disclose financial information.

Ultimately, corporate transparency is about making public the companies' activities and governance.

### Environmental Responsibility

Environmental responsibility refers to the duty individuals and organizations have to protect the natural environment and keep resources available for future generations.

Environmentally-friendly corporations take many environmental initiatives to conserve natural resources, reduce waste and pollution, and minimize their carbon footprint. Recycling, adopting renewable energy sources, and implementing sustainable business practices are among the initiatives.

In the long run, environmental responsibility is about protecting our planet by acting to reduce our impact on the environment and preserve natural resources for a sustainable future.

### Community Engagement

Community engagement is about building relationships between an organization and the community in which it conducts business. Moreover, it entails actively empowering community members in the decision- and problem-making processes that impact their lives.

Companies that participate in community engagement offer forums open to the public, plan town hall meetings, conduct surveys, and carry out community-based activities.

In the end, community involvement is about accepting the diversity and complexity of communities and fostering deep bonds with community members to make a difference in the world.

### Compliance with Laws and Regulations

Compliance with laws and regulations is when an individual or organization complies with all applicable legal and regulatory requirements. This includes abiding by regional, national, and industry-specific legislation as well as municipal, state, and federal laws.

Companies that adhere to laws and regulations obtain licenses and permits, keep correct records, and have internal controls to thwart fraud and guarantee financial accuracy. They continuously evaluate and update their policies and processes to make sure they are compliant with the latest rules and regulations.

Compliance with rules and regulations is ultimately about preserving the rule of law and displaying a commitment to ethical and responsible behavior to build a better environment for the stakeholders.



# CHAPTER 3

## Unethical Business Practices

This chapter defines unethical business practices and provides an outline of the most common ones.

### Definition of Unethical Business Practices

**U**nethical business practices are any actions taken by an individual or organization in the business world that are widely accepted as being morally wrong. In other words, it is any action or decision that violates the law, standards of ethical conduct, or norms of societal behavior. These practices are always done for financial or personal gain, and always have a negative impact on customers, employees, economy, and human society as a whole.

### Some Unethical Business Practices

There are several unethical business practices. The most common ones include:

#### Corruption

Corruption is the abuse of power or position for financial or personal gain. It is a pervasive issue that affects all levels of society, from government and businesses to individuals. As shown in Table 3.1, corruption includes bribery, kickbacks, embezzlement, and facilitating payments.

**TABLE 3.1 TYPES OF CORRUPTION**

Types of Corruption	Explanation
Bribery	Bribery is a form of corruption involving money, gifts, or other incentives in exchange for influence or a favorable outcome.
Kickback	Kickback refers to paying someone a portion of a contract or transaction as a secret reward for obtaining or maintaining a business.
Embezzlement	Embezzlement occurs when someone who has control over money or assets takes that money or misuses those assets for their gain without the authorization of the rightful owner.
Facilitating Payment	Facilitating payments, also known as “grease payments,” are small bribes paid to government officials or employees of state-owned enterprises to accelerate or ease routine administrative processes, such as issuing licenses, permits, or visas; or expediting the release of goods from customs.

#### Fraud

Fraud is a purposeful deceit or misrepresentation committed by an individual or organization to acquire a benefit or cause harm to another individual or entity. It is a criminal offense that involves false information, falsehoods, or other deceptive techniques to obtain money, services, or other benefits.

There are many types of fraud, including financial fraud, identity theft, healthcare fraud, insurance fraud, etc. In most circumstances, it includes deceit or misrepresentation and is often conducted to acquire money or other benefits through illegal means.

### Insider Trading

Insider trading is purchasing or selling securities (such as stocks, bonds, or options) based on information not available to the general public. This information is described as “inside information” because it is not yet accessible to the general public, and the person who holds it has an unfair advantage over other investors.

Corporate executives, directors, employees, and other individuals with access to sensitive information about a company’s finances, operations, or plans are examples of insiders who are forbidden from trading based on inside information.

### Harassment

Harassment is any undesirable, unwanted, or offensive behavior that makes a work environment intimidating, hostile, or abusive. As shown in Table 3.2, harassment can take many different forms, including sexual harassment, discriminatory harassment, psychological harassment, verbal harassment, physical harassment, and cyber harassment.

**TABLE 3.2 TYPES OF HARASSMENT**

Types of Harassment	Explanation
Sexual Harassment	Solicitations for sexual favors, unwanted sexual advances, or other sexually explicit language or actions.
Discriminatory Harassment	Harassment based on employees’ race, gender, age, religion, sexual orientation, disability, or any other protected feature.
Psychological Harassment	Any action or behavior that that is intended to intimidate, degrade, humiliate, or undermine an individual, such as bullying, verbal abuse, or threats.

Verbal Harassment

Any unwelcome comments, jokes, or verbal abuse that is disrespectful, degrading, or stimulates a hostile work environment.

Physical harassment

Unwanted physical contact, such as hitting, pushing, or inappropriate touching.

Cyber Harassment

Any online harassment or bullying that occurs via social media or other technological means.

### Tax Evasion

Tax evasion is the unlawful and purposeful act of failing to declare or underreporting income, assets, or other financial information to tax authorities to avoid paying taxes or to pay fewer taxes than are required. It differs from tax avoidance, which is the legitimate use of tax rules and regulations to reduce the tax burden.

Not declaring revenue from illicit activities, falsifying tax returns, concealing assets in offshore accounts, and claiming bogus deductions are all examples of tax evasion.

### Intellectual Property Violations

Intellectual property rights are legal rights that protect human-created works such as inventions, literary and artistic works, symbols, names, images, and designs. So, intellectual property (IP) violation is any unauthorized use, infringement, or theft of someone else intellectual property rights. Table 3.3 contains some examples of intellectual property violations.

**TABLE 3.3 TYPES OF IP VIOLATIONS**

Types of IP Violations	Explanation
Copyright Infringement	Using someone else creation without authorization, like distributing or copying music, films, or books without the author or publisher’s permission.
Trademark Infringement	Using a registered trademark that belongs to someone else, such as a logo or brand name, without authorization or create a trademark that is confusingly similar to the original.

Patent Infringement	Producing, distributing, or using someone else patented innovation without authorization.
Trade Secret Theft	Illegally obtaining or using a third party's business confidential information, including formulas, processes, or designs.
Counterfeiting	Creating and selling counterfeit goods that feature someone else trademark.

## Environmental Violations

Environmental violations relate to activities or behaviors that violate environmental laws, regulations, and policies. These violations might endanger human health and safety or cause damage to our planet. Many businesses, including agriculture, manufacturing, transportation, and energy, are susceptible to environmental violations. Environmental violations include the following examples:

- Unauthorized disposal of hazardous waste
- Not having the necessary permissions for pollutant emissions
- Violations of water or air quality standards
- Unauthorized logging or deforestation
- Overfishing and hunting endangered species
- Unlawful wildlife trade
- Air, water, or soil contamination
- Improper hazardous material disposal
- Violations of environmental impact assessment standards
- Violation of laws governing the use of pesticides or other chemicals.

## Health and Safety Violations

Health and safety violations related to activities or situations that contravene established health and safety regulations, guidelines, or standards in the workplace. These violations can endanger employees' health, safety, and well-being. In addition, they can result in accidents, injuries, diseases, or fatalities. These are a few examples of typical health and safety violations:

- Not giving employees the personal protective equipment (PPE) they require, such as helmets,

gloves, safety glasses, or respirators.

- Unsafe or dangerous working conditions, such as unprotected machinery or electrical risks.
- Inadequate training or knowledge on handling hazardous items or equipment operation.
- Incorrect labeling of potentially dangerous objects or locations.
- Inadequate or insufficient ventilation in regions where hazardous items are utilized or stored.
- Absence of first aid equipment or adequate emergency response strategies.
- Disregarding or avoiding complaints of workplace dangers.

## Election Interference or Tampering

Election interference or tampering is the action taken to sway the results of an election. This may be accomplished in several ways, including distributing misleading information to voters or hacking into voting systems. It poses a serious threat to democracy and calls into question the validity of election outcomes. Election interference can occur in a variety of ways, including:

- Cyberattacks on political parties or voting systems to tamper with or manipulate election outcomes
- Campaigns to spread misleading information about candidates or to deceive voters.
- Disinformation campaigns to mislead voters or spread false information about candidates or issues.
- Attempts at voter suppression made to discourage or impede the participation of particular groups.
- Secret financial or political backing for particular politicians or political parties.
- The use of Internet advertising or social media platforms to manipulate public opinion.
- Violent assaults or intimidation of political candidates, poll officials, or voters.

## Money Laundering

Money laundering is hiding the proceeds of unlawful activity by passing them off as legitimate payments.

It includes using money obtained illegally—through corruption, fraud, drug trafficking, or other forms of terrorism, for example—and making it appear as though it was earned legally. The goal of money laundering is to hinder the ability of law enforcement to identify the source of the cash through different intricate financial transactions. The three stages of money laundering are as follows:

- **Placement:** The first stage is putting illegal cash into the financial system through bank account deposits or the acquisition of assets like pricey real estate or vehicles.
- **Layering:** The second stage entails transferring it via several other accounts or transactions to make it harder to determine where the money came from. This can involve sending money over international borders or covering the trail of the funds by utilizing shell firms and other organizations.
- **Integration:** The last stage entails putting the money that has been laundered to good use, such as making company investments or paying for products and services.

### Human Trafficking

Human trafficking is contemporary slavery in which people are coerced, compelled, or tricked into being exploited for different purposes, including work, prostitution, or organ trafficking. Millions of people worldwide, especially women and children, are impacted by this issue. Victims of human trafficking are frequently maintained in abusive and exploitative conditions by threats or physical violence. It is a grave breach of human rights.

### Misuse of Company Resources

Misuse of company resources is the unlawful or improper use of resources made available by a corporation for one's benefit or purposes unrelated to the organization's business. This might involve stealing corporate assets or supplies, abusing office tools like computers, phones, and printers for personal use, or spending company time on personal pursuits rather than work-related duties.

### Nepotism

Nepotism is the practice of displaying favoritism to one's family or friends, particularly when it comes to hiring, promotion, or other work perks. It entails providing family members or friends preferential treatment, even if they are not the most qualified or worthy applicants.

### False advertising

False advertising, also known as deceptive advertising, is the use of misleading information in promotional materials to misrepresent a product or service. This can involve making misleading claims regarding a product's or service's advantages, performance, quality, or origin.

### Price fixing

Price fixing is an unlawful activity in which two or more companies or entities agree to set the prices of their products or services at a predetermined level, generally higher than what market forces would establish. Price fixing can take different forms, including collusion, bid rigging, and market division. Collusion happens when two or more companies agree to fix a price, whereas bid rigging occurs when two or more companies assent to designate the winner of a contract or auction. Market division happens when two or more companies agree to split a market or region to avoid competing against each other. Price fixing can result in higher consumer costs, lessened competition, and inferior quality products or services.

### Wage theft

Wage theft is any unlawful technique businesses use to withhold pay or benefits employees earn. Underpaying employees, neglecting to pay overtime, failing to pay for all hours worked, or making unlawful deductions from an employee's salary are all examples of wage theft. It can have serious financial ramifications for employees, who may try hard to make ends meet, pay bills, or care for their families.

# CHAPTER 4

## The Way We Work

This chapter describes the behaviors and practices we undertake to perform our jobs and fulfill our responsibilities. It also illustrates how we interact with each other and with external stakeholders. It covers contributing to a safe work environment, keeping Nosres safe, and being accountable.

### Contributing to a Safe Work Environment

Nosres is dedicated to safeguarding the environment, the health of our employees, our customers, and the local communities around the world in which we conduct business.

#### Embrace Nosres Culture

Nosres' mission and core values support some attributes that are incorporated into our workplace. These ethical elements are fundamental to the smooth operation of our company. They help us break barriers to open up new horizons. They are as follows: discipline, future, ambition, customers, teamwork, respect, integrity, excellence, and persistence.

#### Promote Health and Safety

Nosres is committed to providing our employees and customers with a safe and healthy environment. As a result, we implement safety protocols and train our employees on safety procedures. In addition, we offer health and wellness programs to help them to maintain a healthy lifestyle and overall well-being.

We regularly review and evaluate our health and safety policies and practices to ensure they remain effective and address any new threats. Furthermore,

employees have the right to report any violations or unsafe working conditions without fear of retaliation.

#### Prevent Harassment

Nosres is proud to be an equal employment opportunity and is an affirmative action employer. We are dedicated to maintaining a diverse, inclusive, and supportive work environment and do not tolerate harassment inside or outside the office.

Therefore, we encourage our employees to report workplace harassment by contacting the HR department without fear of retaliation.

### Keeping Nosres Safe

Keeping Nosres safe from external and internal threats is one of our top priorities. Therefore, we must work together to protect the Nosres' identity, assets, confidential information, etc.

#### Safeguard the Nosres' Identity

The Nosres' identity is how customers see, feel, and associate our business. It includes the Nosres' name, logo, color palette, typography, messaging, and other written and visual components. Therefore, we must prevent others from using our company's name, slogans, and other distinguishing symbols in a way that might mislead customers or damage the

company's image. Let's keep an eye on social media, websites, and other online platforms.

### Protect Nosres' Assets

We perform our duties using Nosres' assets. "Nosres' assets" cover both tangible assets (like cash, equipment, supplies, and product inventory) and intangible assets (such as intellectual property, secret business strategies, undisclosed product plans, marketing and sales strategies, and other company secrets). These resources aid in achieving Nosres' business objectives. Therefore, it is our responsibility to keep them safe from theft, loss, damage, misuse, and sabotage.

- We acknowledge that Nosres owns all resources, including documents.
- We carefully manage Nosres' funds while avoiding waste and abuse.
- We use Nosres' assets and resources responsibly and for legitimate business purposes—not for personal gain.

### Protect Nosres' Confidential Information

Information is one of our greatest assets. Consequently, we must carefully treat all information by keeping it secure and avoiding discussing confidential information in public areas. "Confidential information" is any important or valuable information that has not been made public. It contains information about finances, corporate strategy, marketing plans. It also comprises information our customers, suppliers, and business partners entrust to us. In addition, it includes inventions, creations, know-how, trade secrets, and other information.

- We only allow those who need to know to conduct their jobs to have access to confidential information.
- Even when we leave Nosres, we protect confidentiality by never using confidential information for non-Nosres business purposes.
- We do not bring confidential information from a previous workplace to our Nosres.

### Avoid Using Content with Copyright Protection

We should never use or copy third-party software, music, videos, publications, or other content that is copyright protected at work or for business purposes, except if we or Nosres have permission to do so. Additionally, we never produce or store illegal copies using Nosres equipment or facilities.

### Keep Business Records and Financial Reports Accurate

We owe a duty of care to our investors, business partners, and other governmental organizations whose decision-making depends on our financial records and disclosures. As a result, our financial records and company documents must be accurate, reliable, explicit, and concise.

### Keep Business Expenses Accurate

Keeping precise records of business spending is crucial for efficient financial management and tax filing. As a result, we must maintain thorough records of all company spending, including pertinent receipts, invoices, and other paperwork. We may use this information to keep track of our expenses and ensure they are correctly documented. We should also classify our spending according to the kind of expense (such as office supplies, travel, and meals) to make it simpler to manage and analyze our expenditures.

### Manage Public Communication

We are accountable for whatever we publish or post on social media if we use them. We must thus explicitly state that our thoughts are your own – and not those of Nosres. We should never disclose sensitive information about our business or its customers; or utilize our trademarks without permission. Our manager must provide the go-ahead for every public speaking engagement or communication involving corporate matters.

If we wish to contribute to or submit an article to a newspaper or blog on a subject related to Nosres'



business or products or that might be seen as a conflict of interest, we must first get consent from the Corporate Public Relations team.

## Being Accountable

We are responsible for our actions, decisions, and results related to our job duties, both positive and negative. We set realistic expectations for ourselves, keep commitments, own up to mistakes, learn from them, and correct course when necessary. Furthermore, we ask for feedback, be receptive to constructive criticism, and effectively communicate with colleagues and superiors.

### Avoid Conflicts of Interest

Conflicts of interest might result when our professional obligations and personal connections conflict. These circumstances can harm the Nosres' reputation or financial interests, or they might convey the impression that there is dishonesty or split loyalties.

We must take the following steps to prevent them from happening.

- We must always behave in the Nosres' best interest.
- We should steer clear of circumstances when our interests could collide with those of Nosres.
- We must reveal conflicts of interest and seek guidance or approval from our management if they occur.
- We should not use our work time or Nosres resources for outside activities, such as side jobs, businesses, etc.

### Understand Personal Political Activities

We are free to engage in personal political activities, such as running for office and endorsing individuals and causes, as long as we do not act on behalf of Nosres.

### Give and Receive Business Gifts

Gifts can help to establish and deepen business

ties, but they can also create conflicts of interest. Therefore, we should constantly steer clear of anything that might appear to influence decisions, whether it comes to giving or receiving gifts.

- We may give or accept token gifts worth less than \$30. If we receive gifts worth more than this value, we must reject them or notify management.
- We may accept meals or entertainment from business partners, provided they show up and be able to conduct business, and the charges are reasonable for the occasion.
- We must not accept gifts that are cash or financial substitutes, such as gift cards.
- We must not request gifts, favors, or services for ourselves.

# CHAPTER 5

## The Way We Conduct Business

This chapter describes how we operate in a manner that aligns with moral and social principles. It covers several topics, including proscribing corruption, prohibiting money laundering, forbidding human trafficking, etc.

### Proscribing Corruption

**A**t Nosres, we do not tolerate corruption of all kinds when we work and conduct business – we are crusading against it and are promoting transparency, accountability, and trust. We want to ensure that Nosres, its employees, and other third parties operate ethically and transparently and prevent harm to the economy and society.

Therefore, it is strictly prohibited for any employee, officer, director, or third party of Nosres to engage in any form of corruption, either directly or indirectly. Employees, officers, directors, and third parties are encouraged to report any suspected corruption.

For more information, see the [Anti-Corruption Policy](#).

### Prohibiting Money Laundering

Nosres strictly prohibits money laundering. We will report any suspicious activity.

The following situations, if they occur when we directly interact with customers or suppliers, may indicate possible money laundering:

- Making significant cash transactions that are at odds with their reported income. For instance, it can be suspicious if a person with a modest income unexpectedly puts a sizable sum of money into their bank account.
- Engaging in odd financial behavior, such as

constantly sending or receiving money from abroad or carrying out complicated financial operations that appear needless or hazy.

- Using third-party payment methods, such as wire transfers, prepaid cards, or money orders, may be an effort to conceal the source of the cash.
- Conducting financial transactions with people or organizations based in high-risk nations with low anti-money laundering regulations.

### Forbidding Human Trafficking

Nosres does not condone human trafficking. Nosres is committed to supporting human rights and treating people with respect and dignity. Therefore, we must report any instances of human trafficking or conduct that supports it to the legal department as soon as we become aware of them.

### Competing Fairly

We become stronger and more creative thanks to competition. Consequently, we fiercely compete to create products of the highest quality for our customers. We must, however, abide by all relevant antitrust, competition, and fair-trade laws and regulations of any nation and area where we do business. As a result, Nosres will never attempt to decrease or eliminate competition by unlawful



agreements with competitors, such as price fixing, market division, limiting output, or other actions that would otherwise obstruct or destroy healthy competition in markets. We should take the following steps to compete fairly:

- We must never request access to confidential information belonging to another company or entice someone to provide us with sensitive data.
- Never shall we share with our competitors any information relating to price, policies, conditions of contracts, costs of production, inventories, marketing plans, capacity plans, customers, or any information material to the competition.
- We must never engage in a contract—official or informal—with a competitor that sets pricing or divides up production, sales territory, etc.

## Confidential Employee Information

We must never divulge a coworker's or potential employer's confidential information. Among other things, confidential employee information includes but is not limited to:

- a. **Personal data:** Social Security Number, date of birth, marital status, and mailing address, health information.
- b. **Job application data:** résumé, employment history, background checks, and interview notes.

We must only disclose this information when necessary and to those who really need access to it.

We must notify a human resources department representative if we become aware of a significant violation of the confidentiality of our confidential information. The human resources department will look into the matter and take remedial action.

## Being a Good Corporate Citizen

We conduct business in a socially responsible and ethical manner, considering the interests of all parties

involved, including the community and environment in which we operate.

### Comply with Tax Laws and Regulations

Nosres does not engage in tax evasion because it compromises the legitimacy of the tax system. As a result, we must pay taxes in a timely and accurate manner under all applicable tax laws and regulations in each location where we conduct business.

### Contribute to the Community

Giving back to the communities we do business is of paramount importance. That is why we promote community involvement among our staff members. However, all corporate donations to nonprofits must align with Nosres' values and interests and advance the communities in which we conduct business. As a result, the Chief Sustainability Officer should receive all requests for philanthropic activities.

### Protect the Environment

Nosres is committed to protecting our planet by reducing our impact on the environment and preserving natural resources for a sustainable future. Therefore, we take many environmental initiatives to conserve natural resources, reduce waste and pollution, and minimize their carbon footprint. These initiatives include recycling, adopting renewable energy sources, and implementing sustainable business practices.

### Abstain from Political Contributions

Nosres does not support any political parties or politicians on an individual basis. All corporate political donations, whether financial or in-kind, must get prior CEO approval. Furthermore, we must not utilize Nosres' assets, such as finances, facilities, equipment, or work time, to support candidates or campaigns.

# CHAPTER 6

## Conclusion

This concluding chapter highlights our credo, the way to report a concern, no retaliation, disciplinary actions, change policy, and the way to give feedback.

### Our Credo

In conclusion, Nosres does not tolerate any unethical business practices. We believe moral principles should always take priority over economic considerations when making business decisions. Therefore, we conduct business ethically and in full compliance with applicable laws and regulations and respect the rights of the stakeholders, and the environment.

#### THIS CREDO WE HEREBY AFFIRM.

1. We act with honesty and integrity, and always do the right thing.
2. We treat everyone with respect and dignity.
3. We conduct business fairly and transparently, and avoid conflicts of interests.
4. We protect confidential information under applicable laws and regulations.
5. We promote diversity and inclusivity to create a workplace free of harassment.
6. We embrace environmental responsibility to reduce harmful practices, including pollution, greenhouse gas emissions, etc.
7. We strive to build high-quality products and provide the highest customer service.
8. We behave with the highest standards of professionalism and act per applicable ethical principles in our industry.

9. We report to the Ethics and Compliance department if we witness any behavior inconsistent with the Code of Ethics.
10. We take full responsibility for our actions and ensure they align with the principles, values, and guidelines outlined in the Code of Ethics.

All employees should acknowledge that they have received a copy of the Nosres Code of Ethics and read all the principles, values, and guidelines referred to in it when they join Nosres – and annually. Additionally, we might ask employees to take a test that explores some of the chief principles of the Code. Furthermore, we require that management certify that they have discussed the Code with their team and informed them of the availability of the hotline for raising concerns.

### Concern Report Submission

Employees, officers, directors, and third parties are encouraged to report any suspected unethical behavior to the Ethics and Compliance or Legal department at [ethics@nosres.com](mailto:ethics@nosres.com) or [legal@nosres.com](mailto:legal@nosres.com), respectively. Reports can be made anonymously.

## No Retaliation

Nosres strives to create an environment where employees feel secure and confident in reporting unethical behavior. It is completely forbidden and will not be permitted if someone informs on unethical behavior and faces retribution in any way. We take reports of unethical behavior seriously and will carefully evaluate such allegations. Nosres will take no retaliation against those who make good-faith reports.

## Disciplinary Actions

Employees, officers, directors, or third parties who violate this Code of Ethics may face disciplinary actions, up to and including termination of employment or contract.

## Change to Policy

This code of ethics is a living document that may undergo periodic edits and updates to reflect changes in our business and the broader ethical and legal environment. Nosres reserves the right to change the Code of Ethics at any time, with or without prior notice, and take whatever steps seem fitting in a particular circumstance, provided that doing so does not conflict with Nosres' ethical standards.

## Feedback

If you have any questions related to this Code of Ethics, please contact the Ethics and Compliance or Legal department at [ethics@nosres.com](mailto:ethics@nosres.com) or [legal@nosres.com](mailto:legal@nosres.com), respectively.

## NOSRES INC.

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