

alterenergy

harnessing energy, altering lives

Policy on Business Conduct and Ethics



Business Conduct & Ethics	Directors	Senior Management	Employees
a) Conflict of Interest	<p>The basic principle to be observed is that a director should not use his position to profit or gain some benefit or advantage for himself and/or his related interests. If an actual or potential conflict of interest may arise on the part of a Director, he should fully and immediately disclose it and should not participate in the decision-making process.</p>	<p>The Company fully respects the employee's private life. However, it is expected that an employee would avoid situations that could result in a conflict between their personal interests and those of the Company.</p>	
b) Conduct of Business and Fair Dealings	<p>It is a duty of a Director to conduct fair business transactions with the Company and avoid any personal bias with respect to Board decisions.</p>	<p>Every employee must perform his duties in accordance with the highest ethical and professional standards of the Company.</p>	

c) Receipt of gifts from third parties	It is a duty of a Director to conduct fair business transactions with the Company and avoid any personal bias with respect to Board decisions.	Every employee must perform his duties in accordance with the highest ethical and professional standards of the Company. Further, receipt of gifts from third parties must at all times be dealt with in a prudent manner.
d) Compliance with Laws & Regulations	It is the duty of Directors to ensure faithful compliance with all the laws, rules, and regulations.	It is a policy of the Company to strictly and faithfully comply with relevant laws and government regulations. Prompt compliance thereto is equally enforced.
e) Respect for Trade Secrets/Use of Non-public Information	It is the duty of Directors to observe confidentiality with respect to non-public information they may acquire by reason of their position as directors.	It is a company policy that all employees must observe confidentiality with respect to non-public information an employee may acquire by reason of their being an employee of the Company.
f) Use of Company Funds, Assets and Information	<p>It is a duty of a director to conduct fair business transactions with the Company and avoid any personal bias with respect to Board decisions.</p> <p>It is the duty of a director to observe confidentiality.</p>	All assets by the Company shall be used solely in furtherance of its business. Likewise, every employee must observe confidentiality with respect to non-public information it may acquire by reason of their being an employee.

1) Employment & Labor Laws & Policies	It is the duty of Directors to ensure faithful compliance with all the laws, rules, and regulations.	It is a policy of the Company to strictly and faithfully comply with relevant laws and government regulations. Prompt compliance thereto is equally enforced.
2) Disciplinary action	A Director is disciplined, subject to the rules on due process, either by removal as such permanently or temporarily.	The Company adopts the relevant provisions of the Labor Code and other laws and regulations, in addition to the Company's Code of Conduct in the process of employee discipline, particularly the grounds for suspension or dismissal.
3) Whistle Blower	The Company abhors fraud, corruption, or any other misconduct that would certainly affect its public image and goodwill.	In line with the Code of Conduct, all employees are required to disclose acts related to fraud, corruption, or any other misconduct that come to their attention. Similarly, the Company requires its partners and stakeholders to disclose acts of fraud, corruption, or any other misconduct that involve personnel as well as actions that undermine Company Operations.
4) Conflict Resolution	Directors shall attempt in good faith to resolve any conflict that may arise between them relating to their rights and responsibilities provided in the Articles of Incorporation, By-Laws, and the Code on Corporate Governance.	Conflicts involving the Code of Conduct and corporate governance shall be resolved in accordance with the administrative investigation procedure.