

BUSINESS ETHICS POLICY

1. Purpose

Ready Guard Security Services (Pvt.) Ltd. ("RGSS") adopts this Business Ethics Policy to clearly define the ethical, legal, and professional standards required from all individuals acting on its behalf. The purpose of this Policy is to ensure that business activities are conducted with integrity, transparency, fairness, and responsibility at all times. RGSS seeks to establish a culture where ethical conduct is not optional but a consistent expectation across all levels and departments. This Policy reflects internationally recognized principles of responsible business behavior, including anti-corruption safeguards, accuracy in business dealings, protection of confidentiality, and respect for stakeholder rights. All employees, contractors, suppliers, and partners must follow this Policy as part of their obligations to the company.

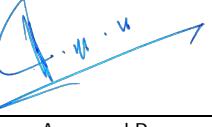
2. Scope

This Policy applies to all RGSS employees, officers, directors, consultants, contract workers, and temporary staff, regardless of designation or work location. It also applies to suppliers, agents, service providers, subcontractors, and any third-party entity representing RGSS in business dealings. All covered individuals must adhere to this Policy whether performing activities within RGSS premises, at client sites, or during any external engagements linked to RGSS operations. Compliance with this Policy is a mandatory condition for employment, partnership, or continued business association. Failure to adhere to these standards may lead to disciplinary action, contract termination, or legal consequences.

3. Core Ethical Principles

3.1 Integrity and Honesty

All employees must conduct business with unwavering integrity, honesty, and clarity of intention. Integrity requires employees to be truthful in communication, accurate in documentation, and fair in judgment, even when faced with difficult or competitive situations. Dishonesty, misrepresentation, or withholding material information undermines the credibility of the organization and damages trust. Employees must ensure that every action they take reflects positively on RGSS and upholds its reputation. Integrity is the foundation of ethical behavior, and all business decisions must align with this principle.

	
Reviewed By	Approved By

3.2 Compliance with Laws and Regulations

RGSS is committed to full compliance with all applicable laws, rules, and regulatory requirements governing business operations. Employees must understand the legal obligations relevant to their roles and seek guidance from management or HR when clarification is required. Compliance includes adherence to corporate laws, taxation rules, anti-corruption legislation, labor regulations, and security industry standards. Unlawful conduct exposes the company to financial penalties, reputational damage, and potential legal action. Every employee must ensure their conduct remains legally compliant at all times, both within and outside RGSS premises.

3.3 Bribery and Anti-Corruption (Zero Tolerance)

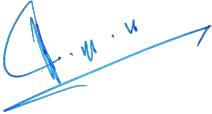
RGSS maintains a strict zero-tolerance approach to bribery, corruption, kickbacks, unlawful commissions, and any improper advantage. No employee or third party may offer, request, accept, or approve any payment or favor intended to influence a business decision. Corruption contradicts ethical conduct, exposes the organization to legal and financial risks, and is prohibited under national and international law. All transactions must be transparent, fully documented, and verifiable, ensuring that no hidden or improper incentives are involved. Any suspicion or evidence of bribery must be immediately reported through the established reporting channels.

3.4 Gifts and Entertainment (Strict No-Gift Policy)

RGSS enforces a complete No-Gift Policy to prevent undue influence over business decisions and interactions. Employees, suppliers, contractors, and representatives are prohibited from offering, accepting, or requesting any gift, hospitality, or entertainment, regardless of value or intention. This includes cash, vouchers, goods, meals, travel assistance, hotel stays, social benefits, or any item that may influence professional judgment. If an external party attempts to offer a gift, the employee must politely decline and report the incident to HR or management. This policy ensures fairness, protects decision-making integrity, and maintains professional boundaries.

3.5 Conflict of Interest

Employees must avoid situations where personal interests, relationships, or financial considerations conflict with the interests of RGSS. A conflict of interest may arise when an employee's objectivity is compromised due to outside activities, family ties, investments, or competing obligations.

	
Reviewed By	Approved By

Employees must disclose any real or potential conflict immediately so that appropriate steps can be taken to manage or eliminate the conflict. No employee may use their position within RGSS for personal gain or to benefit an external party at the expense of the company. Maintaining transparency in decision-making strengthens organizational trust and ensures fairness in all business activities.

3.6 Confidentiality and Information Protection

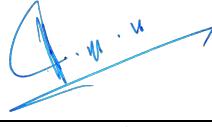
Employees must safeguard confidential information, including client data, operational records, financial documents, bids, proposals, HR files, and internal communications. Such information may only be used for authorized business purposes and must be protected from unauthorized access, use, or disclosure. Sharing confidential information without permission jeopardizes RGSS operations and may violate legal or contractual obligations. Employees must handle digital and physical documents securely and follow company procedures to ensure information protection. Confidentiality obligations continue even after employment or contractual engagement ends.

3.7 Protection of Intellectual Property

RGSS protects its intellectual property, including training materials, operational frameworks, tools, documents, logos, and digital assets, and expects all employees to do the same. Unauthorized reproduction, modification, or distribution of company or client-owned intellectual property is prohibited. Employees must also respect the intellectual property rights of other organizations and avoid using copyrighted material without permission. Protecting intellectual property ensures business continuity, preserves competitive advantage, and upholds professional credibility. Breaches of intellectual property rights may result in disciplinary or legal action.

3.8 Fair Dealings

RGSS expects employees to act fairly and respectfully with clients, suppliers, government bodies, competitors, and coworkers. Business practices must be free from deception, manipulation, coercion, or unfair advantage. Fair dealing ensures transparency in procurement, negotiation, service delivery, and financial transactions. Employees must treat all stakeholders with professionalism and avoid conduct that damages trust or undermines business relationships. Fair dealings strengthen RGSS's reputation and support long-term, sustainable partnerships.

	
Reviewed By	Approved By

3.9 Ethical Relationships with Suppliers, Customers, and Agents

All external business relationships must be built on compliance, transparency, and mutual respect. Suppliers and agents must meet RGSS's ethical expectations and operate in accordance with responsible business standards. RGSS will not engage with any third party involved in corruption, fraud, labor exploitation, or unethical conduct. Procurement decisions must be based solely on quality, merit, pricing, and compliance, not personal preferences or personal relationships. Any supplier or agent failing to uphold ethical expectations may be subject to termination of contract or removal from approved vendor lists.

4. Reporting, Internal Controls, and Accountability

4.1 Reporting Misconduct

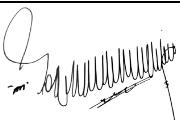
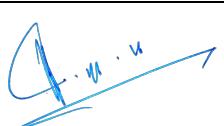
Employees are encouraged and obligated to report unethical behavior, including corruption, fraud, conflicts of interest, or breaches of confidentiality. Reports may be submitted verbally or in writing to HR, management, or designated internal channels. RGSS ensures that all complaints are taken seriously, investigated promptly, and addressed through appropriate corrective measures. Reporting unethical conduct protects the organization and reinforces a culture of transparency. Employees must report concerns in good faith without fear.

4.2 Non-Retaliation

RGSS strictly prohibits retaliation, intimidation, or adverse action against any employee who reports concerns or participates in an investigation. Retaliation harms workplace trust and discourages open communication, which is essential for an ethical organization. Any act of retaliation will be investigated and may lead to disciplinary action, including termination. Employees are protected when reporting concerns honestly, even if the concern later proves to be mistaken. This ensures a safe and responsible reporting culture.

4.3 Internal Controls

RGSS maintains strong internal control measures to safeguard assets, prevent misconduct, and ensure accurate business records. These controls include proper authorization processes, segregation of duties, transparent procurement procedures, and periodic document reviews. Employees must follow all established controls and internal procedures without attempting to bypass or manipulate them.

	
Reviewed By	Approved By

Accurate financial and operational records must be maintained at all times to support accountability and audit readiness. Internal controls protect the integrity of RGSS's financial and operational systems.

4.4 Monitoring and Evaluation

RGSS periodically reviews its business ethics practices to identify risks, assess internal effectiveness, and strengthen compliance. Monitoring activities may include audits, supplier assessments, internal reviews, and evaluations of employee conduct. These reviews help detect weaknesses, prevent future ethical breaches, and reinforce continuous improvement across the organization. Management is responsible for implementing corrective and preventive measures arising from evaluations. Regular monitoring ensures that ethical standards are consistently upheld.

4.5 Accountability

All employees and external partners are responsible for understanding and following this Policy. Violations—such as corruption, confidentiality breaches, conflicts of interest, or unethical conduct—may result in warnings, suspension, termination, or legal action. Suppliers or agents failing to meet ethical expectations may face contract termination or removal from approved vendor lists. Accountability ensures fairness, strengthens compliance, and reinforces RGSS's commitment to responsible business conduct. Every individual associated with RGSS is held to the same ethical expectations without exception.

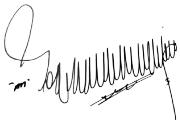
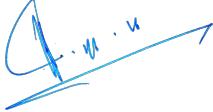
5. Training and Awareness

RGSS provides regular training on ethical conduct, anti-corruption measures, conflict of interest management, confidentiality protection, and reporting mechanisms. Training ensures that employees clearly understand expectations and legal responsibilities. Supervisors receive additional training to help them identify and respond to misconduct effectively. New employees must complete induction training covering all core sections of this Policy. Continuous learning supports a strong and ethical organizational culture.

	
Reviewed By	Approved By

6. Policy Review

This Business Ethics Policy will be reviewed annually or earlier if required due to legal changes, operational needs, or identified risks. Feedback from employees, clients, auditors, and partners may be used to improve the Policy. RGSS remains committed to maintaining a current, effective, and relevant ethical framework. Changes will be communicated promptly across the organization. The updated Policy will remain accessible to all employees.

	
Reviewed By	Approved By