



IBS GULF DESIGN PVT LTD.

PROFESSIONAL CONDUCT & ETHICS POLICY

IBS Gulf Design Pvt Ltd is committed to maintaining the highest levels of Professional Conduct and adherence to Ethics. IBS Gulf Design Pvt Ltd will strive to ensure that the following minimum standards are maintained by the Organisation as well as by each of its Employees in the course of its business activities:

- ✓ We will serve our clients with integrity, competence and objectivity. We shall only accept assignments for which we have appropriate expertise.
- ✓ We will keep client information and records of client engagements in the strictest of confidence and will use proprietary client information only with the client's permission.
- ✓ The highest priority will be given to client interests. Full disclosure will be made to all Clients regarding the representation of competing clients.
- ✓ All fee arrangements shall be discussed and agreed upon in advance. Realistic estimates shall be provided as appropriate. All fees and expenses shall be legitimate, reasonable and commensurate with the services delivered.
- ✓ We shall develop and utilise skills, knowledge and experience as fully as possible. Undertake service training and professional development in order to remain up to date on professional issues.
- ✓ Maintain high personal standards of professional conduct and avoid acts which may bring the profession or service into disrepute, or which may diminish the trust and confidence of the Clients or fellow employees.
- ✓ Acknowledge limitations in knowledge and competence and to decline duties or responsibilities if unable to perform them in a safe and skilled manner
- ✓ Ensure that professional practice is not influenced by commercial or private considerations.
- ✓ Avoid the personalisation of issues with users and colleagues at work.
- ✓ Adhere to health and safety legislation and good practice.
- ✓ Develop good communication skills.
- ✓ Foster professional working relationships from which excellence in practice can be continually aimed at.
- ✓ Belong to the appropriate professional association or organisation and respect its codes of conduct and policies.
- ✓ Treat all colleagues with respect, courtesy, fairness and good faith.
- ✓ Support, train, supervise and manage colleagues according to professionally agreed, properly negotiated and understood policies, procedures and continuous professional development approaches.
- ✓ To seek to resolve differences and difficulties openly, swiftly and within the recognised professional channels of communication.
- ✓ Shall share new developments in theory and practice with colleagues.


H. Sriram
Director

