



Ethics Policy

1. Overview

- a. Original Collection is committed to protecting employees, partners, guests and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When Original Collection addresses issues proactively and uses correct judgment, it will help set us apart from competitors.
- b. Original Collection will not tolerate any wrongdoing or impropriety at any time. Original Collection will take the appropriate measures act quickly in correcting the issue if the ethical code is broken.

2. Purpose

- a. The purpose of this policy is to establish a culture of openness, trust and to emphasise the employee's and consumer's expectation to be treated to fair business practices. This policy will serve to guide business behaviour to ensure ethical conduct. Effective ethics is a team effort involving the participation and support of every Original Collection employee. All employees should familiarise themselves with the ethics guidelines that follow this introduction.

3. Scope

- a. This policy applies to employees, contractors, guests, consultants, temporaries, and other workers at Original Collection, including all personnel affiliated with third parties.

4. Policy

- a. Commitment to Ethics
 - i. Senior leaders and managers within Original Collection must set a prime example. In any business practice, honesty and integrity must be top priority for executives.
 - ii. Managers must have an open door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert managers to concerns within the work force.
 - iii. Managers must disclose any conflict of interests regard their position within Original Collection.
- b. Employee Commitment to Ethics
 - i. Original Collection employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.
 - ii. Every employee needs to apply effort and intelligence in maintaining ethics value.



- iii. Employees must disclose any conflict of interests regard their position within Original Collection.
- iv. Employees will help Original Collection to increase customer and vendor satisfaction by providing quality service & products and timely response to inquiries.
- v. Employees should consider the following questions to themselves when any behaviour is questionable:
 - 1. Is the behaviour legal?
 - 2. Does the behaviour comply with all appropriate Original Collection policies?
 - 3. Does the behaviour reflect Original Collection values and culture?
 - 4. Could the behaviour adversely affect company stakeholders?
 - 5. Would you feel personally concerned if the behaviour appeared in a news headline?
 - 6. Could the behaviour adversely affect Original Collection if all employees did it?
- c. Company Awareness
 - i. Promotion of ethical conduct within interpersonal communications of employees will be rewarded.
 - ii. Original Collection will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.
- d. Maintaining Ethical Practices
 - i. Original Collection will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager, director needs consistently maintain an ethical stance and support ethical behaviour.
 - ii. Employees at Original Collection should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.
 - iii. Original Collection has established a best practice disclosure committee to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed.
 - iv. Employees are required to recertify their compliance to Ethics Policy on an annual basis.
- e. Unethical Behaviour
 - i. Original Collection will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
 - ii. Original Collection will not tolerate harassment or discrimination.
 - iii. Unauthorised use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated.



- iv. Original Collection will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.
- v. Original Collection employees will not use corporate assets or business relationships for personal use or gain.

5. Policy Compliance

a. Compliance Measurement

The Management will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback.

b. Exceptions None.

c. Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

_____, CEO, Original Collection

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