



**BLANKSPACE STUDIO LIMITED
CODE OF CONDUCT**

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Respectful Treatment

BLANKSPACE STUDIO believes that all individuals in the workplace have the right to be treated in a respectful and courteous manner. A few examples of behaviors that are construed as disrespectful are:

- i. Shouting
- ii. Swearing
- iii. Using a condescending or derogatory tone with someone
- iv. Intentionally hurtful and unprofessional communication

The ability to effectively and respectfully work with your fellow employees is a requirement of all positions. Disrespectful treatment of colleagues, consultants, vendors and others will be treated as a serious performance concern and may lead to disciplinary action up to and including termination.

Professional Conduct

BLANK SPACE STUDIO expects all employees to act in a manner consistent with BLANKSPACE STUDIO core values, and to uphold these values in the following ways:

- Perform his or her duties honestly, competently, within the time required, and without violating any laws;
- Implement, follow and obey any and all rules, organizational policies, regulations and work processes.
- Carry out all duties and instructions respectfully, professionally, promptly and diligently.
- Maintain BLANKSPACE STUDIO interests and confidentiality of documents, information, contacts, activities or business and safeguard at all times all BLANKSPACE STUDIO information regardless of its source.
- Remember that, even during non-work hours, employees are representatives of BLANKSPACE STUDIO.
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- Devote his or her work time and attention to BLANKSPACE STUDIO business to the satisfaction of his or her supervisor, in accordance with BLANKSPACE STUDIO policy and expectations.
- Avoid any action and, in particular, any kind of political or religious public pronouncement that may have an adverse effect on the integrity of BLANKSPACE STUDIO.

Procedure for Reporting Misconduct

Complaints of misconduct or unethical actions should be reported to a supervisor, Human Resources Manager or the Managing Director as soon as possible. This may be done in writing or orally. Allegations brought to the attention of the supervisor, the Human Resources Manager or the Managing Director will be promptly and thoroughly investigated.

Personal Business

BLANKSPACE STUDIO equipment and offices is for official business. Personal business should not be conducted during regular work hours. Personal calls using your personal phone or business can be conducted during breaks. BLANKSPACE STUDIO understands from time to time a personal call must be made during work hours and we depend on your good judgment in this matter.

Conflicts of Interests

Conflict of interest may fall under the following categories:

- **Outside Employment.**

BLANKSPACE STUDIO employees may undertake assignments independently outside of employment when the work is not in an area of BLANKSPACE STUDIO activity or interest, and there is no conflict with the employee's established work schedule. As a general rule, assignments with organizations working in areas of BLANKSPACE STUDIO activity or interest will not be approved. However, consultancies or assignments with organizations may be approved by the Managing Director. In this way, the employee will avoid any appearance of a conflict of interest by obtaining prior written approval before any outside commitments have been made.

- **Gifts**

With the exception for gifts of nominal value, or meals or social invitations that are keeping with good business ethics and do not obligate the recipient or the employee, it is not acceptable for any BLANKSPACE STUDIO employee to accept, give or offer commissions, gifts, payments, entertainment, services loans, or promises of future benefits to or from suppliers, governments, or anyone in connection with BLANKSPACE STUDIO activities.

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