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Code of Conduct

COMPANY	Docree Demo Broker Ltd
REGISTRATION	HE 000000
LICENSE	SAMPLE/00/0000
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SECTION 01

Introduction

1.1 This Code of Conduct (the "Code") sets out the standards of ethical behavior and professional conduct expected of all employees, contractors, officers, and directors of Docree Demo Broker Ltd (the "Company").

1.2 All personnel are required to read, understand, and comply with this Code. Violations may result in disciplinary action, up to and including termination of employment or engagement.

SECTION 02

Professional Conduct

2.1 Personnel shall at all times:

- Treat colleagues, clients, suppliers, and business partners with respect and courtesy.
- Communicate honestly, professionally, and constructively.
- Dress and present themselves appropriately for their role and workplace context.
- Arrive on time, meet deadlines, and fulfil their responsibilities diligently.
- Protect the Company's reputation in all professional interactions and public forums.

2.2 Personnel shall not engage in conduct that is disruptive, threatening, or detrimental to the workplace environment, including but not limited to: shouting, intimidation, physical violence, verbal abuse, or any form of retaliation against colleagues.

SECTION 03

Anti-Discrimination and Harassment

3.1 The Company is committed to providing a workplace free from discrimination and harassment. Personnel shall not discriminate against or harass any individual on the basis of:

- Race, color, ethnicity, or national origin.
- Religion or belief.
- Gender, gender identity, or sexual orientation.
- Age, disability, or marital/family status.

- Political opinion or any other protected characteristic under applicable law.

3.2 Sexual harassment, including unwanted advances, inappropriate comments, sharing of explicit content, and any form of quid-pro-quo behavior, is strictly prohibited and will result in immediate disciplinary action.

3.3 Personnel who witness or experience discrimination or harassment are encouraged to report it immediately through the channels described in Section 7.

SECTION 04

Conflicts of Interest

4.1 Personnel shall avoid situations where their personal interests conflict, or could appear to conflict, with the interests of the Company. Examples of conflicts of interest include:

- Holding a financial interest in a competitor, supplier, or client.
- Accepting gifts, entertainment, or benefits from third parties that could influence business decisions.
- Engaging in outside employment or consulting that competes with the Company's business.
- Directing Company business to a family member or close friend's company.

4.2 Personnel shall promptly disclose any actual or potential conflict of interest to their manager or the Company's compliance officer. The Company will assess the situation and determine appropriate mitigation measures.

SECTION 05

Anti-Bribery and Corruption

5.1 The Company has a zero-tolerance policy towards bribery and corruption. Personnel shall not, directly or indirectly:

- Offer, give, solicit, or accept any bribe, kickback, or improper benefit.
- Make facilitation payments to government officials or private parties.
- Engage in any form of money laundering or support any unlawful financial activity.

5.2 All gifts and hospitality offered or received must be of modest value, openly disclosed, and consistent with legitimate business purposes. Any gift or hospitality exceeding a nominal value must be pre-approved by management.

SECTION 06

Use of Company Resources

6.1 Company resources—including equipment, software, internet access, data, and time—are to be used primarily for business purposes. Limited personal use is permitted, provided it:

- Does not interfere with job responsibilities.
- Does not incur material cost to the Company.
- Does not violate any Company policy or applicable law.
- Does not involve accessing inappropriate, illegal, or offensive content.

6.2 Personnel shall safeguard Company property and report any loss, theft, or damage promptly.

SECTION 07

Reporting Violations

7.1 Personnel are encouraged to report any suspected violation of this Code or applicable law through one of the following channels:

- Their direct manager or the head of the relevant department.
- The HR department via hello@docree.com.
- The Company's compliance officer via compliance@docree.com.
- Anonymously via the Company's whistleblowing channel, if available.

7.2 Reports will be treated confidentially to the maximum extent possible consistent with the Company's investigation obligations. The Company strictly prohibits retaliation against any person who reports a violation in good faith.

SECTION 08

Consequences

8.1 Violations of this Code may result in disciplinary action proportional to the severity of the violation, including but not limited to:

- Verbal or written warnings.
- Mandatory training or coaching.
- Suspension without pay.
- Termination of employment or engagement.
- Civil or criminal proceedings where the violation involves unlawful conduct.

8.2 By signing this Code, personnel acknowledge that they have read, understood, and agreed to comply with its provisions.

	Employee / Contractor	Docree Demo
Name		
Signature		
Date		

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