

Code of Business Conduct

For Charanjit Insolvency & Recovery Training Limited

1. Purpose and Scope

This Code of Business Conduct (the “Code”) outlines the principles and standards of ethical behavior expected from all employees, contractors, instructors, and representatives of Charanjit Insolvency & Recovery Training Limited. It applies to all operations, both internal and client-facing.

Our goal is to maintain a culture of integrity, professionalism, respect, and continuous learning.

2. Core Values

We are guided by the following core values:

- Integrity: We act with honesty, transparency, and accountability.
- Excellence: We are committed to high-quality training and services.
- Respect: We foster a culture of inclusivity, fairness, and mutual respect.
- Responsibility: We take ownership of our actions and their impact.
- Learning: We promote continuous personal and professional development.

3. Ethical Behavior

- Honesty and Fair Dealing: We conduct business fairly and honestly, avoiding misleading practices or misrepresentations.
- Conflicts of Interest: We avoid situations where personal interests could conflict with professional duties.
- Confidentiality: We protect sensitive information of our clients, learners, partners, and employees.
- Intellectual Property: We respect copyrights, licenses, and intellectual property rights of all content used in training or materials.

4. Commitment to Learners

- Deliver training that is accurate, up-to-date, and aligned with promised outcomes.

- Create a safe, inclusive, and respectful learning environment for all.
- Provide equal access and opportunity to all learners without discrimination.
- Maintain learner privacy and confidentiality at all times.

5. Workplace Conduct

- Respectful Workplace: Harassment, discrimination, bullying, or any form of abuse will not be tolerated.
- Diversity & Inclusion: We value diversity in backgrounds, experiences, and perspectives.
- Health & Safety: We comply with all safety regulations and promote a healthy work environment.
- Professionalism: All staff are expected to dress and act professionally during work and training sessions.

6. Compliance with Laws and Regulations

We comply with all applicable local, national, and international laws, including those related to:

- Employment and labor standards
- Data protection and privacy laws
- Industry accreditation or certification standards
- Anti-bribery and anti-corruption regulations

7. Use of Company Resources

- Company property, materials, and systems must be used responsibly and only for legitimate business purposes.
- Misuse or theft of company resources is strictly prohibited.

8. Reporting Misconduct

If you become aware of a breach of this Code, you are encouraged to report it promptly to your manager, HR, or a designated compliance officer. All reports will be handled confidentially, and retaliation against whistleblowers will not be tolerated.

9. Violations and Consequences

Violations of this Code may result in disciplinary action, including termination of employment or contract, legal action, or other consequences as appropriate.

10. Acknowledgment

All employees and contractors are required to read, understand, and sign this Code of Business Conduct upon joining the company and reaffirm annually.

Signed,

C. Nepal

Charanjit Insolvency & Recovery Training Limited

March 2025