



The Details in Detail

FUNDAMENTAL CODE OF ETHICS OF KLEEN PARK (PVT) LTD

**TO BE SIGNED UNDER OATH BY ALL EXECUTIVE EMPLOYEES & EXECUTIVE EMPLOYEE SHAREHOLDERS
& DIRECTORS OF KLEENPARK (PVT) LIMITED.**

I DO HEREBY SOLEMNLY, SINCERELY & TRULY DECLARE & AFFIRM AS FOLLOWS:

A. COMMITMENT TO PROFESSIONALISM:

- A.1. DURING MY EMPLOYMENT I PROMISE THAT I WILL BE HONEST IN MY WORKINGS & ALL OTHER DEALINGS WITH THE COMPANY, CO-WORKERS & ALL SUPERIORS, CUSTOMERS & SUPPLIERS.
- A.2. I WILL STRIVE TO OPERATE WITH THE HIGHEST STANDARDS WHILE PROVIDING QUALITY DETAILING SERVICES & OTHER VALUE ADDED SERVICES THROUGH THE USE OF PROFESSIONAL PRODUCTS, EQUIPMENT, TECHNIQUES & SYSTEMS.
- A.3. I WILL ENDEAVOR TO MAINTAIN PROFESSIONAL, TRUSTWORTHY & WELL-TRAINED PERSONNEL;
- A.4. I WILL CONTINUOUSLY PURSUE SERVICE IMPROVEMENT BY SEEKING OUT TRAINING & EDUCATION.

B. COMMITMENT TO THE CUSTOMER:

- B.1. I WILL RECOMMEND TO THE CUSTOMER ONLY THOSE PRODUCTS AND SERVICES NEEDED TO PROPERLY RECONDITION THE VEHICLE TO THE CUSTOMER'S SPECIFICATION;
- B.2. I WILL RECOMMEND TO THE CUSTOMER ONLY THE PRODUCTS AND SERVICES NEEDED FOR THE SPECIFIC CUSTOMERS NEED;
- B.3. I WILL TREAT ALL CUSTOMERS FAIRLY THROUGHOUT THE SERVICE PROCESS;
- B.4. I WILL EXERCISE ALL REASONABLE CARE FOR THE CUSTOMER'S VEHICLE /PROPERTY WHILE IN OUR CUSTODY;
- B.5. I WILL ENDEAVOR TO MEET OR EXCEED THE CUSTOMERS' EXPECTATION IN THEIR SERVICE NEEDS.
- B.6. IN ORDER TO FULFILL OR INCREASE MY SALES TARGETS I WILL NOT OFFER OR RECOMMEND ANY PRODUCTS OR SERVICES TO MY CUSTOMER WHICH ARE NOT USEFUL OR NEEDED TO THE VEHICLE.

C. COMMITMENT TO COMPLIANCE:

- C.1. I WILL TRUTHFULLY ADHERE TO ALL LOCAL & STATE REGULATIONS INCLUDING LABOUR AND TAX REVENUE GOVERNING THE OPERATIONS OF A PROFESSIONAL SERVICE ENTERPRISE.
- C.2. I WILL OBTAIN & MAINTAIN ALL LICENSES & PERMITS REQUIRED BY LAW RELEVANT TO THE COMPANY OPERATIONS.
- C. 3. I WILL MEET & EXCEED ALL APPLICABLE REGULATIONS THAT ENSURE THE SAFETY OF PERSONNEL.

D. COMMITMENT TO EMPLOYER & EMPLOYEE HONOUR & DIGNITY:

- D.1. I WILL RESPECT EACH INDIVIDUAL'S HUMAN RIGHTS INCLUDING PRIVACY, DIGNITY & PERSONALITY.
- D.2. I WILL REFRAIN FROM DISCRIMINATION & HARASSMENT OF ANY NATIONALITY, RACE, RELIGION, LANGUAGE, CAST, COLOUR OR DISABILITY IN PRIVATE OR PUBLIC.
- D.3. I WILL ALWAYS RESPECT OTHERS' RELIGIONS AND THEIR RELIGIOUS BELIEFS AND REFRAIN FROM MAKING ANY DEROGATORY SPEECH OR ENTERING INTO ANY ARGUMENTS IN RELATION TO SUCH RELIGIONS OR RELIGIOUS BELIEFS AT WORK PLACE.
- D.4. I WILL ALWAYS RESPECT OTHERS' POLITICAL BELIEFS AND REFRAIN FROM MAKING ANY FORM OF DEROGATORY SPEECH OR ENTERING INTO DEBATES OR ARGUMENTS IN RELATION TO ANY SUCH POLITICAL BELIEFS OR POLITICAL PARTY AT WORK PLACE.

- D.5. I WILL REFRAIN FROM SEEKING OR ACCEPTING ANY GRATIFICATIONS BY WAY OF GIFTS, FAVOURS, COMMISSIONS AND PERSONAL LOANS FROM ANY PERSONS, BUSINESS ORGANIZATIONS & CUSTOMERS IN RELATION TO MY WORK CARRIED OUT AT KLEEN PARK.
- D.6. I WILL REFRAIN FROM USING ANY ABUSIVE OR OBSCENE LANGUAGE AT WORK PLACE AT ALL TIMES.
- D.7. I WILL RESPECT MY CO- WORKERS & SUPERIORS IN ALL MANNERS AT ALL TIMES.
- D.8. I WILL NOT SOLICIT ANY EMPLOYEES OR CUSTOMERS OF KLEENPARK (PVT) LIMITED TO JOIN OR PATRONIZE ANY OTHER COMPANY OR ORGANIZATIONS DURING OR AFTER MY EMPLOYMENT AT KLEENPARK (PVT) LIMITED.

E. COMMITMENT TO THE INDUSTRY:

- E.1. I WILL CONTRIBUTE TO THE ELEVATION OF STANDARDS WITHIN THE CAR WASH & DETAILING INDUSTRY & OTHER SERVICES RENDERED BY THE COMPANY THROUGH CONTINUED IMPROVEMENTS.
- E.2. I WILL STRIVE TO ALWAYS MAINTAIN THE HIGHEST QUALITY STANDARD IN ALL THE SERVICES OFFERED BY THE COMPANY.

F. COMMITMENT TO THE ENVIRONMENT:

- F.1. I WILL CONTINUALLY STRIVE TO REDUCE WASTE AS WELL AS WELL AS THE CONSUMPTION OF NATURAL RESOURCES.
- F.2. I WILL MINIMIZE THE USE OF HAZARDOUS & DANGEROUS CHEMICALS WHENEVER POSSIBLE.
- F.3. I WILL ADHERE TO THE CEA REGULATIONS BY PREVENTING NON-COMPLIANT DISCHARGE OF WASTE WATER & CONTAMINANTS.

G. CONFIDENTIALITY:

- G.1. I WILL RECORD & REPORT ALL INFORMATION RELEVANT TO THE INTEREST OF THE COMPANY WITH ACCURACY. IT MAY NOT BE FABRICATED INTENTIONALLY OR NEGLIGENTLY.
- G.2. I WILL NOT ACQUIRE INFORMATION BY UNJUST MEANS OR USE INFORMATION ACQUIRED FOR IMPROPER PURPOSE NOR DISCLOSE SUCH INFORMATION TO ANY INDIVIDUAL & ORGANIZATION WITHOUT ANY AUTHORIZATION.
- G.3. DURING MY EMPLOYMENT & AT ALL TIMES THEREAFTER, I WILL NOT DISCLOSE ANY CONFIDENTIAL OR PROPRIETARY INFORMATION OR TRADE SECRETS TO ANYONE OUTSIDE KLEENPARK OTHER THAN MY WORKING COLLEAGUES AND MY SUPERIORS RELEVANT TO THAT SUBJECT MATTER.
- G.4. IF I HAVE ANY QUESTIONS AS TO WHAT COMPRISES CONFIDENTIAL OR PROPRIETARY INFORMATION OR TRADE SECRETS, OR TO WHOM IF ANYONE IT MAY BE DISCLOSED, I WILL CONSULT MY RELEVANT MANAGER.

H. PROTECTION & PROPER USE OF COMPANY ASSETS:

- H.1. I WILL PROTECT THE COMPANY'S ASSETS TANGIBLE OR INTANGIBLE & ENSURE THEIR EFFICIENT USE & USE IT ONLY FOR THE COMPANY.
- H.2. I WILL PROTECT THE COMPANY'S PROPRIETARY INFORMATION INCLUDING THE INTELLECTUAL PROPERTY DURING EMPLOYMENT & OR AFTER TERMINATION OR RETIREMENT. UNAUTHORIZED USE OR DISTRIBUTION OF ALL SUCH INFORMATION MEANS THE VIOLATION OF COMPANY POLICY.

I. PRIOR EMPLOYER OBLIGATION:

- 1. I WILL NOT SOLICIT ANY EMPLOYEES OR CUSTOMERS OF MY FORMER EMPLOYER TO JOIN OR PATRONIZE TO KLEENPARK (PVT) LIMITED DURING MY EMPLOYMENT WITH THE COMPANY.
- 2. DURING OR AFTER MY EMPLOYMENT WITH KLEENPARK & WILL NOT DISCLOSE TO KLEENPARK ANY TRADE SECRETS OR INFORMATION THAT I AM REQUIRED TO KEEP CONFIDENTIAL RELATED TO MY FORMER EMPLOYER.

END OF DOCUMENT
