



Business Ethics and Code of Conduct



GAUGING & AUTOMATION PTE LTD



A Trusted, Dependable & Creditable Name

A good name
is more desirable
than great riches;
to be esteemed is
better than silver
or gold.

Proverbs 22:1



**Trust , Honesty ,
Integrity , spirit of
excellence and
Professionalism.
The pursuit of
wisdom &
knowledge**

**Customer
Centric & Value
added by Living out
our vision and
mission**

CORE Values
Visions/异象
Missions/使命
Ethos/企业文化
Ethics/道德规范

**Health & Safety
Send out to work
safely and come
home happily**

**Honoring & Respect
for authorities, laws
Regulation and
compliance**





Honoring – The foundation of Trust

- *Trust is the most important currency for any long term business relationship, hence*
- *Honor our Government, institutions, rules of law and authorities over us.*
- *Honor our principals, business partners & suppliers*
- *Honor and respect our employees, co-workers and leaders , no room for improper conduct & behavior include harassment, bullying, humiliation and intimidation*
- *Honor our customers & clients.*



Integrity & Honesty – The foundation of Sustainable Business

- *Do the right things at all times and circumstances beyond rule of laws and regulations.*
- *Adherence to trade compliance & anti competition regulations*
- *Avoid any conduct that could reasonably be perceived by our customers or suppliers as improper.*
- *Protect & safeguard and not to abuse/misuse company assets for personal use.*
- *Under no circumstance tolerate discrimination and harassment to our employees from various national and ethnic groups.*
- *Always lead by example as a servant leader.*



Service Excellence /Professionalism

- *Be committed to deliver excellent service quality to the best of our ability to meet if not exceed customer's expectation.*
- *To treat customers fairly in the way we wish to be treated in similar situations*
- *It may incur or cost us something but will reap goodwill and benefits in our long term relationship with whom we do business with.*
- *Be committed to excel via a spirit of relentless lifelong learning, seeking wisdom, knowledge ,innovation & creativity.*



Integrity Due Diligence on third parties document

- *We shall hold any Confidential Information which may be supplied by our client in complete confidence and shall not, without prior written consent of our client use or disclose in whole or in part to any third party or person for any purpose other than for our performance of our obligations.*
- *We shall upon request promptly return to or destroy all Confidential Information from our client*
- *We shall not misuse the confidential information entrusted to us by our client in compliance with NDA*



No Bribery (in receiving and giving of Gifts)

- *Never bribe to secure a business or favor, likewise never accept a bribe to award a contract. (kill this idea !!)*
- *Declare if not avoid any conflict of Interests*
- *Minimize if not avoid unnecessary business entertainments, giving and acceptance of gifts.*
- *Zero Tolerance towards Bribery and Corruption*

**ZERO
TOLERANCE**



Types of misconduct

- *Suspicious transactions (bribery, corruption, kickbacks, facilitation payments or money laundering)*
- *Breach of anti-bribery or anti-corruption laws, or Gauging & Automation Pte Ltd Anti- Bribery and Anti-Corruption Policy and Procedure*
- *Unreasonable, excessive, or improper gifts, entertainment and hospitality*



No Money Laundering

- *Any improper or excess payment must be reported & refunded to the paying company where fund is received and NOT to customer employee's personal account.*
- *Conduct due diligence on customers, business partners, commission agents to ensure funds are from legitimate source.*
- *Comply with all applicable laws and regulations that prohibit money laundering that support and financing illegal activities.*



Safety & Corporate Social Responsibility

- *Instill, implement and execute a sound Safety and Health policy that protect precious lives, safeguard physical , emotional and mental well being of our employee esp during the current COVID 19 environment.*
- *Pay tax where tax is due.*
- *To be an active corporate citizen contributing to national defence by supporting NS as an employer, caring for the hapless , needy and the weak of the society when we have the means.*
- *To adopt the right attitude and technology to cut waste and conserve energy for sustainable green environment.*

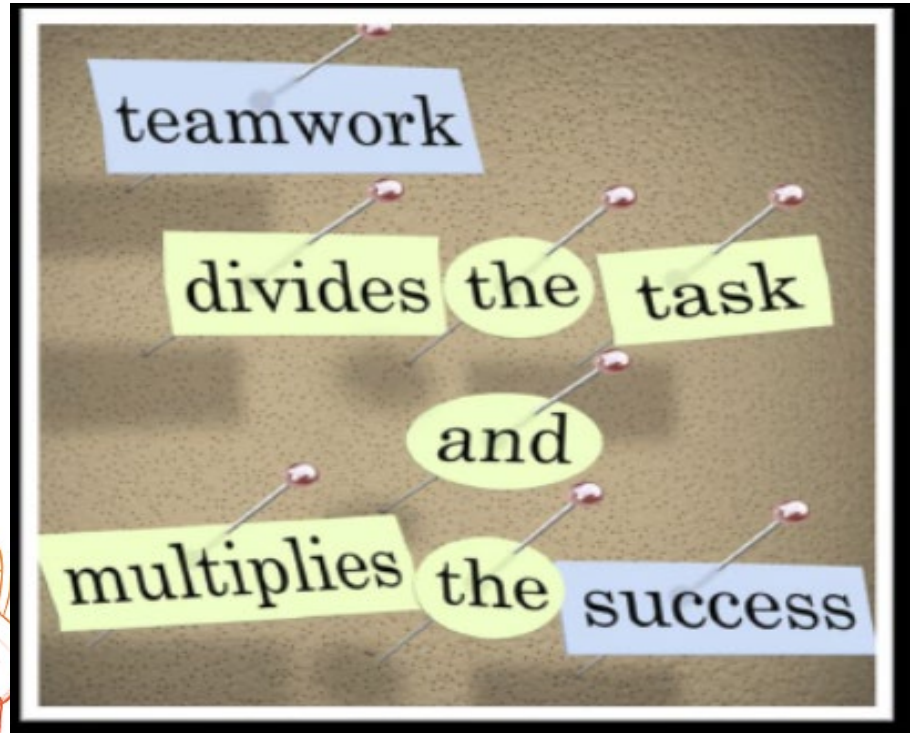


Beattitude

- *Adopt a solution driven mindset in problem solving, avoid finger pointing and blame game*
- *Every challenge or crisis offers an opportunity – look beyond the horizon, do not lose heart, be engaging.*
- *Be grateful that it is our customers that we serve pay for our salary, expense and bonuses, give them a good reason for wanting to work with us , their appreciation is our best reward.*
- *Always treasure winning small before winning big, a satisfied customer is a long term customer.*
- *Each one of us is talented, big or small, demonstrate and use it for good , it will multiply as you use it .*
- *Celebrate - There is no better joy than to eat and to drink and find satisfaction in our toilsome labor under the sun.*



It's a team & heart work





Together we will soar like an eagle
如鷹展翅翱翔

