

Code of Conduct

Purpose

Talemm must always comply with all applicable laws and regulations. All business conduct should be well above the minimum standards required by law. Accordingly, we must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the Company's operations. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor, who, if necessary, should seek appropriate legal advice.

This Code of Conduct applies to:

- everyone who is a director, or employee (whether full time, part time or casual) of Talemm.
- Talemm Business Partners, including clients, suppliers, contractors, subcontractors, consultants, and all other third parties who may act as a representative, of Talemm.

General Conduct

We do not tolerate staff engaging in sexual harassment, discrimination, bullying, or conducting themselves in a way that could be construed as such, for example, by using inappropriate language, or keeping, or posting inappropriate materials in their work area.

Conflicts of Interest

We do not permit actual, potential, or perceived conflicts of interest to ensure we maintain trust in the integrity of our operations and to protect our reputation and expect performance of duties conscientiously, honestly, and in accordance with the best interests of the Company. Staff must not use you're their position, or the knowledge gained as a result of their position for private or personal advantage. Regardless of the circumstances, if staff sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their supervisor.

Outside Activities, Employment, and Directorships

All Talemm representatives share a serious responsibility for Talemm's good public relations, especially at the community levels. Their readiness to help with charitable, educational, and civic activities brings credit to the Company, and is encouraged. We expect staff however, to avoid acquiring any business interest or participating in any other activity outside the Company that would, or would appear to:

- create an excessive demand upon their time and attention, thus depriving the Company of their best efforts on the job.
- create a conflict of interest - an obligation, interest, or distraction - that may interfere with the independent exercise of judgment in the Talemm's best interest.

Relationships with Clients and Suppliers

We avoid investing in, or acquiring a financial interest with our own accounts, in any business that has a contractual relationship with Talem, or that provides goods or services, or both, to Talem if such investment or interest could influence, or create the impression of influencing, their decisions in the performance of their duties on behalf of Talem.

Funds and Other Assets

Those who have access to Talem funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in Talem's policies and procedures, or other explanatory materials, or both.

Talem imposes strict standards to prevent fraud and dishonesty. If staff become aware of any evidence of fraud and dishonesty, they should immediately advise a supervisor, or seek appropriate legal guidance so that the Company can promptly investigate further.

When a position requires spending Talem funds or incurring any reimbursable personal expenses, that individual must use good judgment on the Company's behalf to ensure that good value is received for every expenditure.

Bribery and Corruption

We conduct business with integrity and transparency using legitimate business practices and strictly prohibit any form of bribery or corruption, including kickbacks or facilitation payments. Even the perception of bribery or corruption can seriously impact our reputation and business.

Staff must:

- accurately and reasonably detail transactions in our books and records
- immediately report any reasonably suspicious improper business practices

Records and Communications

Accurate and reliable records of many kinds are necessary to meet the Talem's legal and financial obligations, and to manage the affairs of the Company. The Company's books and records must reflect, in an accurate and timely manner, all business transactions. The persons responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

We must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- false expense, attendance, production, financial, or similar reports and statements
- false advertising, deceptive marketing practices, or other misleading representations

Using Company Assets

Talemm's assets and technology are an integral part of our business and must be treated responsibly, used for legitimate business purposes, and always in accordance with instructions set out by Talemm. This obligation includes our office and equipment, materials and supplies, and computers. It also includes Talemm intellectual property, and client and third-party information.

Dealing with Outside People

Staff must take care to separate their personal roles from Company positions when communicating on matters not involving Talemm business. When communicating publicly on matters that involve Talemm business, we must not presume to speak for Talemm on any topic, unless they are certain that the views they express are those of Talemm, and it is the Company's desire that such views be publicly disseminated.

Workplace Equality and Diversity

The needs of our people working at Talemm vary considerably.

Wherever possible, Talemm supports flexible working arrangements to balance employee personal and work commitments to enhance quality and productivity of our teams, and the care and well-being of our people.

Diversity, together with respect and appreciation of all team members, is integral to creating a collaborative workplace culture, competitive advantage in a competitive environment, and ultimately, sustainable business success.

You must:

- treat everyone equally
- report any inappropriate business practice

Prompt Communications

In all matters relevant to customers, suppliers, government authorities, the public, and others in Talemm, we must make every effort to achieve complete, accurate, and timely communication, responding promptly and courteously to all proper requests for information, and to all complaints.

Privacy and Confidentiality

When handling financial and personal information about clients or others with whom the Talemm has dealings, observe the following principles:

- Collect, use, and retain only the personal information necessary for the Talemm's business
- Whenever possible, obtain any relevant information directly from the person concerned
Use only reputable and reliable sources to supplement this information
- Retain information only for as long as necessary, or as required by law.
Protect the physical security of this information

- Limit internal access to personal information to those with a legitimate business reason for seeking that information
- Use only personal information for the purposes for which it was originally obtained
- Obtain the consent of the person concerned before externally disclosing any personal information unless legal process or contractual obligation provides otherwise