

Code of Conduct

The Code of Conduct is one of the ways we put the values of the Authentic Group of Companies into practice. We built this with the recognition that everything we do in connection with our work at the Authentic Group of Companies which is measured against the highest possible standards of ethical business conduct.

We believe our standards will help us in hiring great people, building the best infrastructures and commercial buildings, producing the best products, delivering the great services and to attract the best partners and the loyal customers from local and international.

Compliance with Laws and Regulations

Authentic Group of Companies is committed to full compliance with all the applicable laws, rules and regulations of the government of Myanmar, both in letter and in spirit. All the employees and board of directors must comply with all applicable laws, rules and regulations when performing the duties in all the territories in which he or she operates.

Code Oversight

The Board of Directors will have overall oversight to the Code. The day-to-day compliance to the Code by different entities of the company will be monitored with the assistance of the HR Department, and make its report to the Management.

Training and Practices

All the new employees have to learn Code of Conduct and Best Practices of the Group at the time they are joining. All the employees are encouraged to practice the values and code of the company in day to day activities.

Incident Reporting

The Group has adopted an Incident Reporting mechanism that requires the reporting of all operational incidences and breach of policy.

Employees and people associated with the Authentic Group of Companies including interns, members of the Board of Directors, contractors and consultants must report promptly of any knowledge or information about conduct by anyone in the company that you reasonably believe to be:

- A crime or illegal act.
- A violation of law or regulation or policy, including this Code.
- A dishonest act or unethical act, including misappropriation of funds or anything of value from the Group, or the improper recording of the company's assets or liabilities

You may report incidents directly to your Supervisor, Human Resources Manager. Alternatively, you may use the Whistleblower channels though:

- A. Direct Email Channel: info@authentic-mm.com
- B. SMS Reporting Channel: 09 6780 51110

Authentic Group of Companies

The Whistleblower Protection Policy of the Group provides the necessary protection to those who report the whistleblower channels.

Cooperation of Authentic Group of Companies

The company encourages volunteering of our employees and helps them to work in the community.

Ethical Conduct

Every employee of Authentic Group of Companies, shall deal on behalf of the company with professionalism, honesty and integrity, as well as high moral and ethical standards when they are working or communicating with customers, contractors and partners.

Equal Opportunities Employer

Authentic Group of Companies provide equal opportunities to all its employees and all qualified applicants for employment, without regard to their race, caste, religion, color, ancestry, marital status, sex, sexual orientation, age, nationality and disability.

Employees of Authentic Group of Companies shall be treated with dignity and in accordance with the company's policy of maintaining a work environment free of sexual harassment, whether physical, verbal or psychological. Employee policies and practices shall be administered in a manner that ensures that in all matters equal opportunity is provided to those eligible and that decisions are based on merit.

Child and Forced Labor

Authentic Group of Companies restrict employment to those lower than the local minimum employment age. Our policy also includes an explicit ban on the use of any forced labor or exploitative working conditions.

Concurrent Employment

An employee of Authentic Group of Companies shall not, without the prior approval of the BOD, accept employment or a position of responsibility (such as a consultant or a director) with any other company, nor provide "freelance" services to anyone. In the case of a whole-time director or the CEO, prior approval must be obtained for providing such services from the BOD of the company.

Protecting Company Assets

The assets of Authentic Group of Companies shall not be misused but shall be employed for the purpose of conducting the business for which they are duly authorised. These include tangible assets such as equipment and machinery, systems, facilities, materials and resources as well as intangible assets such as proprietary information, relationships with customers and suppliers, etc.

Integrity of Data Provided

Every employee of the Authentic Group of Companies shall ensure the correctness, accuracy and integrity of data or information provided by him or her to the company.

Safety, Health and Environment

The Authentic Group of Companies strive to provide a safe and healthy working environment and comply, in the conduct of its business affairs, with all regulations regarding the preservation of the environment of the territory it operates in. The Group also committed to prevent the wasteful use of natural resources and minimise any hazardous impact of the development, production, use and disposal of any of its products and services on the ecological environment.

Quality of Products and Services

The Authentic Group of Companies committed to supplying goods and services of the highest quality standards, backed by efficient after-sales service consistent with the requirements of the customers to ensure their total satisfaction. The quality standards of the company's goods and services should meet the required national standards, and the company shall endeavour to achieve international standards.