



ECOLyNK Creations Limited

Where Innovation Meets Reliability

GOVERNANCE & INTERNAL REGULATIONS

REF: ECL-5

Effective Date: 25th June, 2025

Applicable To:

All Directors, Employees, Contractors, Interns, Partners, Affiliates, and Volunteers

1. PURPOSE & SCOPE

These Regulations establish the standards of conduct, operational procedures, and governance principles that guide **Ecolynk Creations Limited** in all its activities. Every individual acting on behalf of the Company must adhere to these rules to maintain integrity, professionalism, and legal compliance.

2. CODE OF CONDUCT & PROFESSIONAL ETHICS

- **Integrity First:** Act honestly, transparently, and in the best interests of the Company and its clients at all times.
- **Conflict of Interest:** Disclose any personal, financial, or family interest that may influence your decisions or duties. Do not engage in activities that compete with or harm the Company.
- **Professionalism:** Treat colleagues, clients, partners, and the public with respect, dignity, and courtesy. Discrimination, harassment, bullying, or abusive language is **zero tolerance** and grounds for immediate dismissal.
- **Compliance:** Obey all applicable laws, regulations, and industry standards in every jurisdiction where we operate.

3. CONFIDENTIALITY & DATA PROTECTION

- **Client Data:** All client information, project files, business strategies, and system access credentials are strictly confidential. Do not share, copy, or remove such data without authorisation.
- **Company Data:** Internal financial records, trade secrets, proprietary code, source code, pricing models, and business plans must never be disclosed to external parties without prior written consent.
- **Personal Data:** Handle all personal data (colleagues, clients, partners) in strict compliance with our **Privacy Policy** and applicable data protection laws (GDPR, CCPA, etc.).
- **Breach Reporting:** Report any suspected data breach or security incident immediately to management.

4. FINANCIAL & PROCUREMENT RULES

- **Authorisation:** All expenditures require prior management approval. No one may commit Company funds without authorisation.
- **Record Keeping:** Maintain accurate and honest records of all financial transactions, invoices, receipts, and expenses. Falsification of records is a serious offence.
- **Procurement:** Engage suppliers and vendors fairly, competitively, and without favouritism. Obtain multiple quotes where feasible.
- **Client Payments:** Handle client funds with strict accountability. Never mix client payments with personal funds or use them for unauthorised purposes.

5. WORK STANDARDS & AVAILABILITY

- **Working Hours:** Core business hours are **[Monday – Friday, 8:00 AM – 5:30 PM]**. Flexible arrangements may be approved but require clear communication.
- **Attendance & Punctuality:** Report for work, meetings, and client calls on time. Notify management of any absence or lateness at least **[2 hours]** in advance or as soon as reasonably possible.
- **Remote Work:** If working remotely, ensure you have a reliable internet connection, a professional environment, and are fully accessible during agreed hours.

6. ASSET USAGE (IT, EQUIPMENT & SOFTWARE)

- **Company Property:** Laptops, phones, software licenses, and other Company assets must be used responsibly and exclusively for legitimate business purposes.
- **Software Licensing:** Only use licensed, legally obtained software and tools. Piracy or unauthorised sharing of proprietary tools is strictly prohibited.
- **Internet & Email:** Use Company internet and email for professional purposes only. Avoid accessing inappropriate, offensive, or illegal content. Company reserves the right to monitor systems for security and compliance.
- **Backups & Security:** Maintain regular backups of work. Use strong passwords, enable 2FA, and report any suspicious activity immediately.

7. HEALTH, SAFETY & WELFARE

- **Safe Environment:** The Company is committed to providing a safe, healthy, and inclusive working environment – whether in-office or remote.
- **Reporting Hazards:** Report any safety concerns, workplace hazards, or incidents promptly to management.

- **Mental Health & Wellbeing:** We encourage a healthy work-life balance. If you are struggling, speak to management – we are here to support you.

8. DISCIPLINARY & CONSEQUENCES

Breaches of these Regulations may result in:

- **Verbal or written warning**
- **Suspension or forfeiture of privileges**
- **Termination of employment or engagement** (with or without notice, depending on severity)
- **Legal action** for serious offenses (fraud, theft, data breaches, IP infringement)
- The Company will follow a fair and transparent disciplinary process, but reserves the right to take immediate action where warranted.

9. GRIEVANCE, REPORTING & WHISTLEBLOWER PROTECTION

- **Open Door Policy:** Any employee or contractor who has concerns about unethical conduct, legal violations, or safety issues is encouraged to speak directly with management.
- **Protected Disclosure:** We protect whistleblowers from retaliation. If you report a concern in good faith, you will not face victimisation.
- **External Reporting:** If internal reporting is not appropriate, you may escalate to the relevant regulatory authorities.

10. REVIEW & AMENDMENTS

These Regulations are reviewed annually and may be amended at any time to reflect changes in law, industry standards, or Company needs. All amendments will be communicated in writing and take effect immediately upon notice.

11. ACKNOWLEDGMENT

All personnel must acknowledge receipt and understanding of these Regulations. A signed copy is retained in the Company's records.

ACKNOWLEDGMENT SIGNATURE (Internal Use)

I, _____, confirm that I have received, read, and understood the **Company Governance & Internal Regulations** and agree to abide by them.

Name: _____

Role / Title: _____

Signature: _____

Date: _____



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