

ADCOS Business Support Services Ltd

CODE OF ETHICS

Our Ethical Commitment

At ADCOS Business Support Services Ltd, our foundation is built on trust, integrity, and professionalism. This Code of Ethics guides our behavior, decisions, and interactions — both internally and externally — as we deliver on our three pillars: Advisory, Coaching, and Outsourcing.

Core Values

- **Integrity** – We operate Transparently, Honestly, and uphold Accountability, Confidentiality and Consistency.
 - **Collaboration** – Thriving through Partnerships and Collective Strength and Respect.
 - **Continuous Improvement** – Committing to Learning, Growth, and Excellence.
 - **Passion** – Driving impact through Purpose and Enthusiasm.
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Standards of Conduct We hold ourselves and our associates to the highest professional standards:

1. We will not misrepresent our services, experience, or capabilities.
 2. We avoid conflicts of interest and disclose any potential overlap immediately.
 3. We honor contracts, timelines, and financial obligations with diligence.
 4. We do not engage in or support corruption, bribery, or unethical influence.
 5. We commit to fairness, inclusivity, and objectivity in all engagements.
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Confidentiality & Data Integrity We uphold strict policies on data privacy. Any client or partner information shared with ADCOS is treated with the utmost confidentiality and used only for the purpose intended.

Conflict of Interest We avoid situations where personal interests could conflict with professional duties. When such situations arise, full disclosure is made and corrective action is taken promptly.

Compliance & Accountability We operate within legal and regulatory frameworks and actively monitor our compliance. Team members are expected to report violations, and leaders are expected to address them promptly and fairly.

Reporting Misconduct & Whistleblower Policy We encourage stakeholders to report unethical behavior confidentially. Whistleblowers are protected against retaliation. Reports can be made to: ethics@adcosbusinessservices.com

Commitment to Clients & Partners ADCOS pledges to:

- Offer accurate and unbiased advice.
 - Treat all clients equitably, regardless of size or sector.
 - Constantly evolve through feedback and ongoing learning.
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Living the Code This Code is more than a document — it's a commitment to uphold what we believe is right, just, and transformative in business. All ADCOS staff, contractors, and partners are expected to adhere to its principles.

"At ADCOS, we don't just write our values — we live them."

For questions or clarifications, please contact us at: ethics@adcosbusinessservices.com