

## **Kode Etik Bank**

Code of Conduct is the ethical guideline or regulation and behaviour requirements to all stakeholders at PT. Bank Commonwealth (“Bank”) on performing their role and to keep, maintain, as well as to improve good and cooperative working relations between Bank and Employees, including between each Employee as part of manifestation of harmonious, dynamic, and fair Industrial Relations. Code of Conduct reflect important primary values of the Bank, which are honesty, integrity, and trust.

### **Code of Conduct Statement**

Code of Conduct should be understood and adhered by all Employee and other related parties. Any breach of the Code of Conduct may lead to disciplinary action as consequences, including termination of employment.

### **Code of Conduct Main Points**

1. Fairness and respect to others
  - Respect and maintain fairness in between employee, customer, and related parties working with the Bank;
  - Support Employee’s health and safety by avoiding any behaviours that may harm other parties and/or impact any loss to the Bank;
  - Avoid bad attitude inside and outside the office;
  - Avoid any behaviour which may lead any employee or other parties to disregard official instructions and/or Company Regulation;
  - Avoid ourselves from illegal and immoral actions and/or to lead other parties to do such acts.
  
2. Protection against Bank’s reputation and integrity
  - Maintain proper behaviour inside and outside the office and put the effort on avoiding any behaviour which may impact any loss to the Bank;
  - Keep the confidentiality and document as well as information on company and/or customer;
  - Avoid any misuse of roles and authority in the Bank to prioritize personal interest and/or family/relatives interest;
  - Support on maintaining Company’s facilities and building from damages, avoid any negligence and escalate to line manager if there is any potential dangerous;
  - Adhere Bank’s Code of Conduct to maintain and improve Bank’s reputation;
  - Follow all requirements within Company Regulation implementation and Bank’s Commitment.