# **Code of Conduct**

*GKL* manages its business in a manner that is highly ethical, and all employees observe and abide to the principles that are in line with our Hospital objectives when dealing with our customers, in order to reflect this high standard of ethics.

The following guidelines have been laid out for our employees, to create a structured and aligned path towards attaining standards of ethics that are unsurpassed.

#### **GKL's PLEDGE**

## As an Employer

- All employees will be treated in a fair and impartial manner.
- The administration of policies, pay and other benefits will be conducted in an equitable and consistent manner.
- To practice, promote and advocate open lines of communication to ensure information received is timely and accurate, and maintain mutual understanding between individuals.
- To provide an atmosphere of cooperation and trust while maintaining confidentiality.

## As a Business Concern

• The business will be conducted in a manner that will serve as an example. Honesty and good faith will be the key basis in all dealings with customers, competitors and suppliers.

## As an Employee

- To be professional and meticulous when performing assigned duties.
- To conform and adhere to established Hospital guidelines when meeting or dealing with patients, visitors, customers, suppliers and your colleagues.
- To take care of and hold in highest respect your colleagues, patients and customers at all times.
- Not to use in any way, for any purpose, the Hospital's property or information for personal gains, and to avoid any situation that could lead to a conflict of interest.