

SYNOPSIS



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**CODE OF CONDUCT
& COMPANY POLICIES**

Code of Conduct

Our Employee Code of Conduct company policy outlines our expectations

regarding employees' behavior towards their colleagues, supervisors and overall organization.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.



Conflict of Interest

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.



Compliance With Lawz

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image. We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.



Respect in Theworkplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Company Policies

HR policies and procedures of Airlink gives guidance on a range of employment issues for:

and others with responsibility for its people.

They also provide consistency and transparency for employees and managers, helping to enhance the psychological contract and create a positive organizational culture. Air Link's HR policies provide general and practical advice and guidance for managers and staff on a range of employment issues. It can be helpful to consider the type of policies that may be relevant to the organization during the course of the employment life cycle: beginning employment, during employment and leaving employment.



It Governance

The purpose of this policy is to establish a framework to maintain the security of information and related assets exchange between Air link communication ltd. And any external entity.

The policy applies to permanent, contractual employees, consultants and other workers at ALC including all personnel affiliated with third parties. It also covers all suppliers and customers where a formal contract is in place.

All departments of the organization will ensure that information in electric form shall be exchanged through electronic medium and using reliable security & encryption controls to ensure its integrity, and the ones shared through physical media and written/printed form shall follow the same protocols of security. We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.



Diversity Policy

Air Link Communication is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organization - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.



Provide equality, fairness, and respect for all in our employment, whether temporary, part-time or full-time



Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation



Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities



Whistle blowing policy

Compliance and integrity are of great importance for Air Link Communication. The Board of Directors therefore requires all employees and members of the Air Link Communication act in accordance with the law, the Air Link Communication Business Principles, our company guidelines and other internal regulations. It is therefore crucial to be aware of any potential non-compliant behavior that puts Air Link Communication at risk.

Hence, the Air Link Communication Board of Directors promotes a culture of openness, trust and transparency and encourages employees as well as external parties to speak up and raise concerns about actual or suspected misconduct.

This is key to avert and safeguard Air Link Communication from any potential financial and/or reputational risk and secure our long-term success.

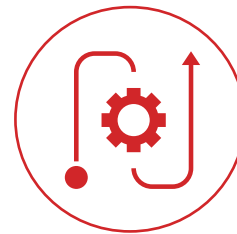
This guideline is intended to demonstrate the Board of Directors' commitment towards protecting reporters of misconduct or wrongdoing in the organization to actively encourage employees to raise any concerns.

In this sense, the guideline sets out standards for protecting reporters of alleged Compliance Incidents. In addition, it governs the process of reporting suspected or actual misconduct at Air Link Communication and the handling of received reports.

This Guideline mainly describes:



Protection of Compliance Incident reporters



Compliance Incident reporting and handling process.



This policy applies to our company and its subsidiaries. It may also refer to suppliers and partners.

CSR Policy

Policy Elements

We want to be a responsible business that meets the highest standards of ethics and professionalism.

Our company's social responsibility falls under two categories:

Compliance and proactiveness. Compliance refers to our company's commitment to legality and willingness to observe community values. Proactiveness is every initiative to promote human rights, help communities and protect our natural environment.



Compliance



Legality



Protecting the environment



Protecting people



Human rights



Proactiveness



Donations and aid



Volunteering



Preserving the environment



Supporting the community



Prohibition of Childlabor Policy

Airlink's prohibition of child labor policy is our position on employing minors and aims to ensure that our company, its subsidiaries, and everyone we're connected with, follows the law and cares for children's interests.

This policy applies to our entire organization and those we do business or partner with including suppliers, vendors, and contractors. The International Labor Organization (ILO), the U.N Convention on the Rights of the Child, local government legislation including and not limited to **THE PUNJAB RESTRICTION ON EMPLOYMENT OF CHILDREN ACT 2016**; guide our policy on child labor. When it comes to legal aspects, we always:

Follow the stricter law if more than one laws apply (e.g. state and federal, local and international).

Require suppliers, partners, and vendors to follow the stricter applicable laws and recognize children's rights. They must also require their own suppliers, subcontractors, and stakeholders to do the same.

Pandemic Responseplan & Strategies

OUTLINE

This document is designed to help Air link minimize the risk posed by

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Covid-19 pandemic to the health and safety of employees, the continuity of business operations and their bottom line. It is intended to provide all businesses in Canada with the basic information they require in preparing a continuity plan to mitigate the potential effects of a pandemic.

Business Continuity Planning

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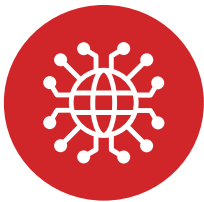
2.1. Safety measures for Workforce

Right after the pandemic broke out, we ensured the hygiene kits including and not limited to mandatory face masks at workplace, use of hand sanitizers, installation of hand washers for frequent hand washing, personal protection equipment where needed and social distancing practices.



2.2. Extending digital outreach

IT team ensured that every-one stays connected during mandatory work from home, everyone was connected through Zoom (video app) and there has been a SOP regarding daily team meeting over Zoom for business continuity and job delivery. IT team also ensured that teams have virtual access to the required data during WFH phase.



2.3. Maintaining Essential Business Operations

Supply Chain was ensured to be effectively managed during the extreme waves of pandemic to ensure that product delivery is not compromised. Certain measures were taken to onboard the logistics careers with new service levels.



2.4 Communication with Staff

Simultaneous communication from CEO, HODs and HR with staff was developed and maintained throughout the pandemic to keep them posted with overall business strategy and evolving situations.

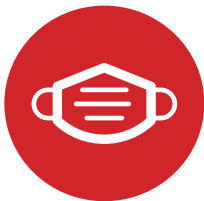
Human Resource Obligations

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3.1. Training & Awareness

HR Department devised a strategy to train and teach employees by developing and communicating SOPs under precautions advised by concerned local and global bodies, through their managers, officer management teams, display, email & whatsapp reminders.



3.2. Policies for Infected Employees

HR department had a very clear policy for infected employees by advising them complete isolation for mild symptoms and hospitalization in case of mild to strong symptoms. HR benefits team also worked to include coverage of hospitalization in current health insurance plan. HR stayed in contact with all infected employees during their recovery period and arranged medical advice where needed. HR also maintained database for tracking all such cases.



3.3. Mandatory Work From Home & 50% Staff@work Place Implementation

HR ensured the compliance on government policies of mandatory work from home and 50% staff at workplace to keep all employees from any infection. HR with the help of IT also ensured that all employees remain virtually connected and acted as POC in case of any problem.



3.4. Vaccinated Workplace Drive

As soon as vaccination drive started by government, HR pushed all employees to get vaccinated and made it obligatory to have vaccinated to appear for work. HR had to achieve 100% vaccinated staff at workplace without consuming any considerable time. HR also updated recruitment policy and made vaccination a spot on checklist for new hires.