



WORKING WITH THIRD PARTIES – COMMITTED TO OUR CUSTOMERS AND SUPPLIERS

To many people, you are the only "PMG" that they will ever meet—as such, you are a brand ambassador and a representative of the Company. For instance, if our job involves working with current or potential company customers and suppliers, we must act to represent PMG values. The goodwill our Company enjoys is one of our most important assets, and we must preserve and enhance our reputation through our actions.

FAIR DEALINGS

We must deal fairly with the Company's customers, suppliers, partners, service providers, competitors, and anyone else with whom we interact while at work. We should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of facts or any other unfair dealing practice.

CONFIDENTIAL INFORMATION OF CLIENTS AND THIRD PARTIES

The Confidentiality and Nondisclosure Agreement we sign when we join the Company details our confidentiality obligations to the Company and its clients. We have access to significant amounts of client information that may not be available to the public. We are required to preserve the confidentiality of information obtained in client service. Information of a confidential, private, and sensitive nature must be used responsibly and controlled and protected to prevent its prohibited, arbitrary, or careless disclosure. Unless the client has provided its specific consent, which should preferably be in writing, or there is a legal or professional right or duty to process or disclose, we are prohibited from disclosing confidential client information. Confidential or proprietary information including personal information about clients, our organization, or other parties, which has been gained through employment or affiliation with PMG's, may not be used for personal advantage or the benefit of third parties. We are committed to protecting the confidentiality of processing such personal information by implementing adequate technical and organizational measures, and all employees, agents, consultants, suppliers, contractors, are made aware of their responsibility to use, or process personal information, unless authorized by law and/or contractually agreed.

FREE AND FAIR COMPETITION

At PMG, we believe that a free and fair market benefits all of us and ensures that our clients receive the best quality services at the best prices. Most countries we operate in have laws to encourage and protect free and fair market competition by regulating anti-competitive



conduct, including unfair acts by market leaders. These laws regulate our relationships with our customers, competitors, distributors, and resellers.

What do we need to know? What is regulated? How do we comply?

- Anti-trust laws generally address the following areas: Unfair pricing practices (including price discrimination), secret rebates, exclusive dealerships or distributorships which are questionable, restrictions on carrying competing products and other practices.
- You should not knowingly make false or misleading statements regarding our competitors, customers, or suppliers' products and services.
- Collusion among competitors is illegal. Our communications with competitors should always avoid subjects such as prices or terms and conditions of sale, customers, and suppliers. You should not enter into any agreement or understanding, written or oral, express, or implied, with any competitor on these subjects.

INDUSTRIAL ESPIONAGE

Our commitment to fairness includes respecting the rights of our competitors and abiding by all applicable laws. As a lawful competitor and to help ensure the competitive marketplace's integrity, we must respect our competitors. Take care that we do not appropriate or unlawfully use the information, material, products, intellectual property, or proprietary or confidential information of anyone including suppliers, customers, business partners or competitors.

GOVERNMENTAL RELATIONS

We should be cautious while dealing with government clients. There are significant penalties in many countries, including debarment and monetary penalties for organizations that fail to follow the law while working for government clients. The principles set out in 'Anti Bribery and Anti Corruption Policy' must be strictly followed by all who interact with government officials, especially regarding gifts and entertainment. We should not attempt to influence government employees in any manner other than what is agreed in our contractual arrangement with the government.

SELECTING SUPPLIERS

The Company's suppliers make significant contributions to our success. We strive to create an environment where our suppliers are confident that they will be treated with respect. We select our significant suppliers or enter into significant supplier agreements through a competitive bid process where possible.