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# INTEGRITY POLICY

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Cosmic Strands





Policy Revision History:

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1	Policy Draft	05-Apr-2016	Mamtha Mallesh
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### 1. Policy Statement

Integrity is indispensable to our mission. We act with honesty and adhere to the highest standards of moral and ethical values and principles through our personal and professional behavior. We demonstrate our understanding of these values and principles and uphold them in every action and decision. Trust and trustworthiness go hand in hand with how we conduct ourselves, as we sustain a culture that is based upon ethical conduct. We expect our actions to be consistent with our words, and our words to be consistent with our intentions. We accept our responsibilities, share leadership in a democratic spirit, and subject ourselves to the highest standards of public trust. We hold ourselves accountable for our words and our actions.

We champion freedom of expression. To ensure our integrity, we safeguard work culture freedom, open inquiry, and debate in the best interests of business, enrichment, and our personal and professional development. We embrace human and intellectual diversity and inclusiveness. We uphold the highest standards of fairness, act as responsible citizens, respect equality and the rights of others, and treat all individuals with dignity.

### 2. Scope and Purpose

This Policy applies to all employees, suppliers of the Cosmic Strands, regardless of their length of service or type of employment contract. It also applies to former employees, provided that the grievance is received in writing within four weeks of the end of their employment.

The purpose of the Integrity Policy is meant to provide an overarching declaration that informs specific policies and procedures regarding conduct, enforcement, and accountability.

### 3. Principles of the Policy

Cosmic Strands will observe the following principles:

- To fulfill our goals, we insist that the objectives of the policy are not compromised. We treat all employees, suppliers/ contractors equitably, and our evaluations of achievements are impartial based on demonstrated performance.
- At CS, we understand that ethical values are the most important goal and we embrace ethical values and principles, and reject unethical, dishonesty in all our business endeavors.
- In the realm of new discoveries, we place the highest value upon truth and accuracy. We acknowledge the contributions of others. We place a higher value on expanding and sharing knowledge than on recognition or ownership.



## 4. Documentation

There are no specific documents or forms to be used under this policy. However, there are a number of places where written communications are required. That communication will typically take the form of a memorandum

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