

Internal Code of Conduct and Ethics Policy

Effective: 01.01.2025

1. Purpose

This Code of Conduct and Ethics serves as a guiding framework for the behavior and decision-making of everyone working with or representing The Tax Point. As a boutique firm handling highly sensitive financial and tax matters, we are committed to upholding the highest ethical and professional standards in every aspect of our work. This code reflects our core values and defines the principles that guide our interactions with clients, regulators, partners, and each other.

2. Scope

This policy applies to all full-time and part-time employees, consultants, contractors, freelancers, and interns at Safarty Tax Advisory, regardless of their role or seniority. All team members are expected to understand, acknowledge, and comply with this policy at all times.

3. Our Core Values and Ethical Principles

a. Integrity

We conduct ourselves with honesty and transparency in all situations. We do not manipulate facts, misrepresent information, or engage in any form of deceit. Even when no one is watching, we do the right thing.

b. Confidentiality

We handle all client and firm information with utmost care and discretion. We protect data from unauthorized access, both internally and externally, and we never share confidential information unless legally required or authorized.



c. Respect

We value diversity of thought, background, and culture. We treat everyone with courtesy, professionalism, and fairness—whether they are clients, colleagues, or vendors.

d. Excellence

We aim for precision and diligence in everything we do. From written advice to client meetings, every task reflects our commitment to quality and professionalism.

e. Accountability

We take ownership of our work and our actions. Mistakes are acknowledged, learned from, and addressed constructively.

4. Professional Conduct & Workplace Behavior

a. Communication

- All communication—verbal or written—must be clear, respectful, and professional.
- Emails must be well-structured, free of slang or informal abbreviations, and reviewed before sending to ensure clarity and tone.
- Feedback should be given constructively and privately, never in a way that embarrasses or undermines others.
- Internal WhatsApp messages or voice notes should remain courteous, relevant, and timely.

b. Client Interaction

- Clients are to be treated with patience, discretion, and attention to detail at all times.
- Any disagreement or frustration must be managed with professionalism and never reflected in tone or language.
- Team members should avoid overpromising or giving legal/tax opinions outside their scope or expertise.
- Client meetings and calls should be conducted in a quiet, respectful environment with proper preparation.



c. Conflict of Interest

- Employees and contractors must disclose any potential or actual conflict of interest, including relationships or financial interests that could affect objectivity.
- Team members must not use inside information or client knowledge for personal gain or competitive advantage.

5. Confidentiality & Data Protection

The Tax Point deals with sensitive financial and personal data. All staff are required to:

- Comply with the Client Data Confidentiality Policy and any applicable local or international data protection laws.
- Never discuss client matters in public places, over insecure platforms, or with unauthorized persons.
- Avoid accessing client files unless required for their assigned tasks.
- Immediately report any data breach or suspected leak to management.

● STRICTLY FORBIDDEN – USE OF PERSONAL EMAILS

It is strictly forbidden to send, forward, or copy any client data to personal email accounts (e.g., Gmail, Hotmail, Yahoo) or store them on unapproved platforms. All email activity is monitored. Any violation will be treated as a serious breach and may result in termination and legal consequences.

6. Respect & Workplace Culture

We maintain a respectful and inclusive work culture. Team members are expected to:

- Show courtesy in all interactions, regardless of position or background.
- Refrain from any form of harassment, bullying, or discriminatory behavior.
- Embrace cultural sensitivity and avoid stereotypes or jokes that may offend.
- Support a team culture of mutual growth, learning, and support.



7. Representation & Personal Integrity

As ambassadors of The Tax Point, all employees and contractors must maintain professionalism beyond the office:

- Avoid engaging in online or offline behavior that could damage the firm's reputation.
- Do not post client information or sensitive work matters on social media.
- Any public speaking, interviews, or publications representing the firm must be pre-approved by management.
- Fraud, dishonesty, bribery, or any unlawful behavior will lead to immediate termination and potential legal action.

8. Commitment to Learning & Development

- Staying updated on the latest laws, tax developments, and professional ethics is encouraged.
- Training, reading, and industry awareness are considered part of our culture of excellence.
- Team members should be open to feedback and committed to professional growth.

9. Reporting Violations & Misconduct

- Anyone who observes or suspects a breach of this Code must report it to the Managing Director or designated compliance contact.
- Reports will be handled confidentially and without retaliation.
- Safarty Tax Advisory encourages a culture of transparency and speaking up.

10. Consequences of Misconduct

Violation of this policy may lead to:

- Verbal or written warnings
- Suspension or termination of employment/contract



- Legal action in cases involving fraud, misconduct, or confidentiality breach

11. Acknowledgment

All team members are required to read, understand, and sign this Code of Conduct & Ethics. They are expected to adhere to it consistently and may be asked to reaffirm their understanding periodically.