

“SAVE
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WOMAN
SAVE
A
NATION
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WANIATI MATERNAL WAITING HOME INC.

EMPLOYEE RULES OF CONDUCT

through

“MATERNAL
WAITING
HUT.”



**REDUCTION OF MATERNAL AND CHILD MORBIDITY
AND MORTALITY IN PAPUA NEW GUINEA through
MATERNAL WAITING HUT.**



EMPLOYEE RULES OF CONDUCT

Waniati Maternal Waiting Home, Inc. has established these General Rules of Conduct applicable to all employees. Other more specific rules may be enacted by the Charitable Organization from time to time concerning more specific issues and areas of operation.

Clearly defined rules of conduct are necessary for the orderly operation of every Charitable Organization. Employees have a right to know what is expected of them. Each employee must familiarize himself or herself with all Charitable Organization rules and regulations pertaining to their positions and duties.

The Charitable Organization requires that each employee faithfully abide by these rules and regulations.

The following are rules of conduct of general application and are supplemented by local and departmental regulations which must also be observed. These rules may be modified at any time.

1. Employees shall maintain a **professional appearance** at all times while on duty and shall dress professionally. Dress pants and collared shirt (blouse for women) are considered to be appropriate. Scrub top and bottoms are acceptable. Closed toed shoes must be worn. Tennis shoes may be worn with scrub apparel only. Attention to good grooming and neatness is mandatory.

2. Waniati maternal waiting home respects the **confidentiality** of the personal information of its employees, customers, suppliers, and service providers. Colleagues, customers, suppliers, service providers, and many others entrust Waniati maternal waiting home with personal information and it is our responsibility to keep this information confidential.

- Do not provide confidential or proprietary information to third parties, including business partners and vendors, without appropriate authorization and a valid confidentiality agreement. If in doubt, check with your manager or the Corporate Legal Group.

- Be careful when using electronic means of storing and sending information.
- Do not discuss confidential information in places where you might be overheard.
- Secure all confidential information when working in an open environment.
- Properly dispose of confidential or proprietary information.
- Beware of informal telephone or email requests from outsiders seeking personal or confidential information (commonly known as "phishing").
- All computers, electronic equipment, electronic data and records, Charitable organization issued phones, physical files, lockers, desks, and other furniture are the property of the Charitable organization. Employees are not entitled to, and should have no expectation of, any right of privacy as to any materials, communications, information, or files maintained, transmitted, or stored using the charitable organization's property and systems regardless of the nature of any such communication, material, information, or file.

3. All governmental, building and Charitable Organization **smoking and Chewing betel nut regulations** shall be observed. Waniati Maternal Waiting Hut, Inc. is a non-smoking charitable organization and no smoking is allowed within 100 feet of premises.

4. Reporting to work under the influence of **liquor or drugs** or the unauthorized introduction, possession or use of liquor or drugs on Charitable Organization premises is prohibited.

5. Violence, fighting, horseplay, and other inappropriate conduct is prohibited and **will not be tolerated**, when reported.

6. Neglect of duty and **insubordination** will not be tolerated.

7. Gambling of any kind on Charitable Organization premises will not be tolerated.

8. No employee shall engage in **outside employment** that is detrimental to the Charitable Organization's interest or where such work is competitive or in conflict with the Charitable Organization's interest. Employment outside the Charitable Organization must be reported to the employee's supervisor.

9. Employees shall not reveal **information in Charitable Organization records** to unauthorized persons. Employees shall not publish or broadcast material in which the Charitable Organization is identified or Employee's connection with the Charitable Organization is expressed or implied without first submitting such material to the appropriate Charitable Organization officials for review and approval.

10. No employee shall knowingly submit **inaccurate or untruthful information** for, or on, any Charitable Organization record, report or document.

11. All investor or media inquiries regarding **Waniati maternal waiting home** should be referred to or discussed with the Chief Executive Officer and/or the Chief Financial Officer. Only the CEO and CFO are authorized to address the media and our investors. Each of the CEO and the CFO may grant certain **Waniati maternal waiting home** employees permission to address the media and/or our investors under certain limited circumstances.

12. Employees must avoid **tardiness, absence**, and departure from work early without the permission of their supervisors. Employees must observe time limitations on rest and meal periods. Every employee shall notify his or her supervisor or specified contact of an anticipated absence or lateness in accordance with Charitable Organization and departmental procedures. Sleeping or loafing on the job is prohibited. All Employees **must SIGN IN & OUT** in the manual timesheet provided until the digital Clock IN & Out machine installed at the premises.

13. Making proper decisions can be difficult in our complex business environment. You may occasionally need to seek advice or assistance in order to resolve an issue. You are encouraged to seek information or guidance about our ethics and compliance standards. Waniati maternal waiting home is a non-retaliatory environment, making it safe for employees to raise ethics and compliance concerns in good faith. Our non-retaliation policy is actively supported by our board of directors and senior management.

- Seek help if you are ever unsure on a course of action.
- NO ONE, even senior officers, has the authority to tell you to do something illegal or unethical.
- Raise concerns about any violations of our Code that you see or suspect.
- Never retaliate against anyone who makes a good faith report of suspected misconduct.

- Cooperate fully and honestly in any internal investigation of alleged misconduct.

14. Employees shall not use **Charitable Organization equipment**, materials or facilities for personal interest/purposes.

15. No employee shall be on or about Charitable Organization property **soliciting** funds or services, selling tickets, distributing petitions or literature for any purpose (except as otherwise provided by law) at any time without the prior consent of supervisor.

16. All duties shall be performed in a **professional and workmanlike manner** both with regard to the specific conduct of work assignments and as such activities affect one's relationship with others. In the latter instance, harassment for reasons related to sex, color, race, religion, national origin, age or handicap is strictly prohibited.

- Waniati maternal waiting home employees must treat each other with respect and dignity.
- Value the contributions of others as Reliance does, and listen to their viewpoints.
- Maintain fairness in all relationships.
- Never discriminate against anyone — including fellow employees, customers, suppliers, service providers, partners, or any other person.
- All employees who believe that discrimination or harassment has occurred should report the incident, even if they are not the target of such discrimination or harassment.
- Waniati maternal waiting home prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation relating to alleged discrimination or harassment pursuant to the applicable procedures.

17. Every employee will comply with **safety regulations** and procedures.

18. Every employee has a duty to **protect and safeguard Charitable Organization property** and the property of customers and employees, and no employee shall occupy, use or operate any Charitable Organization property without prior authorization.

19. No employee shall be in **unauthorized possession of any property of the Charitable Organization**, its customers or employees or attempt to remove such property from Charitable Organization premises.

20. Employees shall not bring their own or any other minor **children** to their place of work or elsewhere on Charitable Organization premises during the employee's working hours when such accompaniment might interfere with the discharge of the employee's duties and responsibilities.

21. No employee shall be in possession of **weapons** and **firearms** (licensed or unlicensed) or other weapons while on Charitable Organization premises. The rule applies to all knives not required for the performance of job duties.

22. Waniati maternal waiting home does not **permit fraud, dishonesty, or criminal conduct**. We value ethics and integrity and will not tolerate fraud, dishonesty, or criminal conduct.

23. Employees are expected to remain loyal to Charitable Organization and avoid **conflicts of interest**. Generally, a conflict of interest occurs when a personal or family interest interferes with our ability to perform our jobs effectively and objectively. Any situation that might put us in such a position or create the appearance of bias should be avoided.

- Do not hold a financial interest in or accept employment from an entity doing business with Waniati maternal waiting home if it would or could conflict with the performance of your duties at Reliance.
- Do not take any business related action for your personal benefit.
- Do not use Waniati maternal waiting home equipment and resources for personal use.
- Protect charitable organization assets as if they were your own.
- Do not take for yourself any opportunities that are discovered or advanced through the use of your position with Waniati maternal waiting home or any of Charitable organization's property or information.
- No family member should report directly to another family member.

24. The legal requirements of Charitable Organization do business prohibit improper payments to government officials. In addition, this Code prohibits Waniati maternal waiting home employees and anyone acting on the Charitable organization's behalf from offering, **giving, accepting**, or receiving a **bribe** to/from anyone. We have built a reputation as a charitable organization that operates ethically and honestly, and bribery and corruption have no place in our business. Bribery and corruption can cause irreparable harm to our good name, our business, and the communities where we do business.

25. No employee shall use personal **flash drives or external hard drives** in downloading or inserting into charitable organization's lap tops or desk top computers.

26. **Intellectual property** that is designed, created, developed, or modified while performing work-related duties is Charitable organization property.

- Employees may not copy software provided to Waniati maternal waiting home by vendors unless the Company is licensed to make copies and the employee has received written permission from the Corporate Legal Group, or Waniati maternal waiting home corporate senior management.

27. Waniati maternal waiting home is committed to providing stockholders, governmental agencies, and donor agencies with timely and accurate information about our results of operations. All public **disclosures**, including **forecasts, press releases, speeches, and other communications**, will be honest, accurate, timely representations of the facts. If any reports are not accurate and truthful, our reputation could be damaged and we could face fines and penalties.

- Make sure that any business information you report is accurate, complete, and timely. Be certain that any document you prepare or sign is correct, complete and truthful. Providing false or misleading records or altering records is always wrong and can be a serious violation of the law.
- To ensure compliance with all applicable securities laws and regulations, each employee involved in Waniati maternal waiting hut's disclosure process, including the Chief Executive Officer and the Chief Financial Officer, is required to be familiar with and comply with Waniati maternal waiting hut's disclosure controls and procedures and internal control over financial reporting.
- Each employee that has direct or supervisory authority regarding securities filings or Reliance's other public communications concerning its general business, results, financial condition, and prospects should consult with other Charitable organization officers and employees with the goal of making full, fair, accurate, timely, and understandable disclosure.
- Each employee who is involved in the Charitable organization's disclosure process must: (a) familiarize himself or herself with the disclosure requirements applicable to Waniati maternal waiting home as well as our business and financial operations; (b) not

misrepresent, or cause others to misrepresent, facts about Waniati maternal waiting home to others, including to Waniati maternal waiting hut's independent auditors, governmental regulators, and self-regulatory organizations; and (c) properly review and critically analyze proposed disclosure for accuracy and completeness (or, where appropriate, delegate this task to others).

- Promptly report suspicious transactions or activities and refer questions relating to these topics to the Internal Audit Department or the Waniati maternal waiting home Ethics

28. Every Employees should know who is their Overseer.

- All employees must work under the close supervision of every departmental heads or Managers.
- Every seriously sick patient, Pregnant Mothers or Child admitted to the Clinic is referred to the Manager, Humanitarian Support Program; by other departmental workers.
- Any activities that involves financial support must be notified to the Finance Department, before taking action.

29. Watching pornographic movies/materials or any **intercourse activity** taking place within the premises between employees deserved deserve termination. If anyone practices and caught should be reported immediately to their overseer.

Violation of any of these regulations may result in disciplinary action ranging from warning to discharge. The measure of discipline should correspond to the gravity of the offense as weighed by its potential effect on the Charitable Organization as well as the seniority and work record of the employee involved, among other factors.

The Charitable Organization reserves the right to make inspections of employee lockers, desks, lunch boxes, vehicles and other items of personal property located on Charitable Organization premises in those instances where there is reason to believe that they contain evidence of a violation of these regulations. Any refusal to cooperate fully in such inspections or searches will be considered a serious form of insubordination.

I acknowledge that I have read, understand and agree to the foregoing General Rules of Conduct and a copy of the rules has been provided to me.

Employee Name: _____

Employee Signature: _____

Date: _____