GROK APPRAISAL SERVICES
Property/Asset Valuers, Quantity Surveyors, and
Land Planners & Surveyors

Staff Code of Conduct

January 2025

PROPERTY/ASSET VALUATION
INVESTMENT APPRAISAL & ADVISORY
QUANTITY SURVEYING
LAND PLANNING & SURVEYING

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GROK APPRAISAL SERVICES – STAFF CODE OF CONDUCT

This Code of Conduct outlines the ethical and professional standards expected of all staff members at Grok Appraisal Services. It reflects our commitment to excellence, transparency, and compliance with international standards.

1. Integrity and Professionalism

- Uphold honesty, fairness, and transparency in all professional dealings.
- Avoid any conduct that may bring disrepute to the firm or the Valuation, Land Surveying, and Quantity Surveying Professions.
- Represent Grok Appraisal Services with dignity and respect in all interactions.

2. Compliance with Standards

- Adhere strictly to the International Valuation Standards (IVS) and International Financial Reporting Standards (IFRS).
- Ensure all Valuation, Land Surveying, Quantity Surveying and any other consultancy reports and advisory services meet regulatory and technical requirements.
- Disclose any deviations from standards with clear justification.

3. Confidentiality and Data Protection

- Maintain strict confidentiality of client information and project data.
- Do not disclose sensitive information unless legally required or authorized by the client.
- Protect digital and physical records from unauthorized access.

4. Conflict of Interest

- Avoid situations that may compromise objectivity or independence.
- Disclose any potential conflicts of interest before accepting assignments.
- Refrain from accepting gifts, favors, or hospitality that may influence professional judgment.
- **In addition, refrain from any other corrupt practices and report them to the firm management immediately.**

5. Competence and Continuous Learning

- Deliver services with due care, skill, and diligence.
- Stay updated on work methodologies, regulatory changes, and industry trends.
- Participate in ongoing professional development and training.

6. Client Relations

- Communicate clearly, respectfully, and professionally with clients.
- Provide accurate, unbiased advice and avoid misleading representations.
- Honor commitments and deliverables within agreed timelines.

7. Team Collaboration and Conduct

- Foster a culture of mutual respect, accountability, and support within the team.
- Share knowledge and mentor junior staff to uphold professional standards.
- Address internal concerns constructively and through appropriate channels.

8. Use of Company Resources

- Use company assets, tools, and information systems responsibly and only for authorized purposes.
- Avoid misuse or unauthorized disclosure of proprietary materials.

9. Reporting and Accountability

- Promptly report any breaches of this Code or unethical behavior.
- Cooperate fully with internal reviews, audits, or regulatory inspections.
- Accept responsibility for professional decisions and actions.

10. Public Representation and Branding

- Ensure all public statements, marketing materials, and social media posts reflect the firm's values and professionalism.
- Do not engage in public commentary that may harm the reputation of Grok Appraisal Services or its clients.

Approved by: Management



Date: January 2025