## ARCHIMEST WORLD DEVELOPMENT CORPORATION CODE OF CONDUCT AND ETHICAL STANDARD

ursuant to the company's core values of Credibility, Honesty, Equality, Resiliency, Sincerity and Humility (CHERISH) All independent distributors are strictly enjoined to observe the following

Independent Distributors shall at all times, remain loyal to the company. They shall follow and observe faithfully all its policies. They shall refrain from committing acts prohibited by the company. They shall not join, represent, associate, sponsor, and recruit for competing companies, business groups, partnership or individual, either locally or abroad. They shall introduce, present, promote, offer, sell, in any neither form nor manner the products, services, businesses, marketing programs and plans of a competing company.

### PENALTIES

FIRST OFFENSE: ONE (1) MONTH DEACTIVATION OF ALL THE ACCOUNTS AND THE REASONABLE PORTION OF THE ACCOUNT OF THE RESPONDENT SHALL BE GIVEN TO THE COMPLAINANT AS A FORM OF REWARD TO BE DETERMINED BY THE COMPANY, WHICH ACCRUED AT THE TIME OF THE COMMISSION OF THE VIOLATION. SECOND OFFENSE: PERPETUAL DEACTIVATION OF ALL THE ACCOUNTS WHICH CARRIES WITH IT THE FORFEITURE OF ALL BENEFITS, PRIVILEGES, COMMISSIONS AND OTHER REMUNERATIONS EITHER MONETARY OR IN KIND IN FAVOR OF THE COMPANY, WHICH ACCRUED AT THE TIME OF THE COMMISSION OF THE VIOLATION.

### CODE NO. 2

All Independent Distributors shall knowingly and voluntarily submits oneself to observe honesty in all their conduct and dealings. They shall refrain from using the name of the company in order to swindle, gain money, estafa, theft, any acts of dishonesty or any other illegal and/or criminal acts defined by the existing laws. They shall not make any oral or written remarks which are derogatory or defamatory in nature, nor make any statement in any form that may discredit the goodwill of the company, its branches, subsidiaries or any of its affiliates or those that malign the credibility of its company officers and employees.

All independent distributors are strictly enjoined to conduct business in a professional manner. As a professional, he/she is prevented from uttering false statements in the course of his/her work; offering illicit and immoral proposals and/or activities in exchange of money or in kind to any fellow independent distributors; he/she shall not commit any form of misrepresentation, exaggeration or disinformation; neither shall he/she make vain promises, introduce spurious products or services, circumvent the marketing plans or programs of the company nor commit any act that contravenes the tenor and the purposes thereof.

**CODE NO. 4**All Independent Distributors are strictly enjoined to deal honestly with their fellow independent distributors. They shall refrain from committing any of the following acts

- A. Imitating or counterfeiting any handwriting, or signature;

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  B. Causing it to appear that a distributor has participated in any act or activity when he did not in fact so participate;

  C. Inserting untruthful statements in a narration of facts such as those in the affidavit, deed and other documents similar thereto;

  D. Altering the true dates to any of the documents submitted to this office;

  E. Making any alteration or intercalation in a genuine document which alters or changes its meaning;

  F. Issuing in an authenticated form a document purporting to be a copy of an original document when no such original actually exists.

  G. Production and dissipation of goods using similar, exactly the same, lesser quantity or of inferior quality of product contents or packaging to make it appear as if it is the original product of the company.
- H. Evading from the obligation to pay any amount of money to any independent distributor or any person by making vain promises to pay. I. Unreasonable delay of delivery of any paid purchased Archimest/Ainspired products and its codes.

All Independent Distributors shall observe and maintain utmost humility and respect due towards fellow independent distributors, officers and employees of the company. Any untoward act/s in contrast with the expected code of conduct shall not be tolerated within the organization. They shall not demonstrate offensive language or behavior towards fellow distributors or to any of the officers and employees of the company. Complaints/Grievances, if any, may be submitted to the proper forum/office/department of Archimest World Development Corporation Offices/Clubs.

### PENALTIES FOR CODES 1 TO 5

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FIRST OFFENSE: ONE (1) MONTH SUSPENSION FROM ALL PRIVILEGES WITH CORRESPONDING FORFEITURE OF ALL SALES BONUSES, PRIVILEGES AND OTHER REMUNERATIONS WHETHER
MONETARY OR IN KIND FROM SERVICE OF NOTICE.
SECOND OFFENSE: PERMANENT DEACTIVATION OF ALL INDEPENDENT DISTRIBUTOR'S ACCOUNTS INCLUDING ALL SALES BONUSES, PRIVILEGES AND OTHER REMUNERATIONS WHETHER
MONETARY OR IN KIND FROM SERVICE OF NOTICE.
HOWEVER, INDEPENDENT DISTRIBUTORS SANCTIONED WITH PERMANENT DEACTIVATION OF ALL THEIR ACCOUNTS WHO WISH TO RE-APPLY AS DISTRIBUTORS MAY DO SO AFTER THE LAPSE OF

TWO (2) YEARS FROM THE TIME THEIR ACCOUNT/S HAS BEEN DEACTIVATED.

### CODE NO. 6

All Independent Distributors shall conduct themselves with a sense of equality and fairness toward their colleagues or fellow independent distributors by proper observance of the 6-month cooling-off period. Under this rule, an independent distributor (second sponsor) is prevented from offering, interfering with or accepting a prospective distributor/s who already signed the Distributors Application Form (DAF) after being presented by a dominant distributor (first sponsor) of the marketing plan or program of Archimest World Development Corporation. The Distributors Application Form (DAF) shall be filed within the period of one week (1 week) from signing by the prospective distributor to the staff-in-charge of Archimest World Development Corporation. Head Office or any of its branches within or outside the Philippines, otherwise the prospective distributor may elect another independent distributor to be his/her sponsor in case no validation is made within the said period. The 6-months cooling-off period shall commence from the date of its validation.

As a consequence of violation of this Code, all the accounts of prospective distributor registered under the second sponsor shall be terminated. Further, the second sponsor may be required to replace the prospective distributor's Independent Distributor tracking Center (IDTC) accounts in favor of the sponsorship of the said first sponsor.

# PENALTIES FOR CODE 6

FIRST OFFENSE: TWO-WEEKS SUSPENSION OF ALL INDEPENDENT DISTRIBUTOR'S ACCOUNTS WITHOUT CORRESPONDING FORFEITURE OF ALL SALES BONUSES, PRIVILEGES AND OTHER REMUNERATIONS WHETHER MONETARY OR IN KIND FROM SERVICE OF NOTICE.

SECOND OFFENSE: ONE (1) MONTH SUSPENSION FROM ALL PRIVILEGES WITH CORRESPONDING FORFEITURE OF ALL SALES BONUSES, PRIVILEGES AND OTHER REMUNERATIONS WHETHER MONETARY OR IN KIND FROM SERVICE OF NOTICE.

HIGHERATE OR IN ALMO FROM SERVICE OF NOTICE.

THIRD OFFENSE: PERMANENT DEACTIVATION OF ALL INDEPENDENT DISTRIBUTOR'S ACCOUNTS INCLUDING ALL SALES BONUSES, PRIVILEGES AND OTHER REMUNERATIONS WHETHER MONETARY
OR IN KIND FROM SERVICE OF NOTICE.

HOWEVER, INDEPENDENT DISTRIBUTORS SANCTIONED WITH PERMANENT DEACTIVATION OF ALL THEIR ACCOUNTS WHO WISH TO RE-APPLY AS DISTRIBUTORS MAY DO SO AFTER THE LAPSE OF

TWO (2) YEARS FROM THE TIME THEIR ACCOUNT/S HAS BEEN DEACTIVATED.

# CODE NO. 7

Cross Lining/ Cross Sponsoring
Cross Lining is an act of any independent distributor who transfer sponsorship or register their account/s under the following modes:

- A. The spouse of an Independent Distributor with existing IDTC whose account is sponsored under a different line instead to be under of his/her spouse;
- B. Any Independent distributor (Sub-Distributor is considered as independent distributor) who transfer sponsorship without observance of the two (2) years re-sponsoring policy period;
- C. Creating dummy accounts whether or not the person being represented is fictitious;
  D. Any act that tend to circumvent the company policies producing similar, exactly the same or relative effect for that matter.

Actual violation of the above-stated provisions is strictly proscribed. Termination of crossed line accounts/s shall take effect immediately.

Cross-Sponsoring, otherwise known as "pirating" or "poaching" is defined as the act of registration of new account/s under his/her line of sponsorship by an Independent Distributor with existing account/s on file or record in the following mode

- A. Sponsoring the spouse of the existing independent distributor;
- B. Sponsoring an existing independent distributor (sub-distributor is considered independent distributor) known to him/her as already an independent distributor or have failed to verify with the I.T. Department whether such person is already an independent distributor.

  C. Sponsoring an existing independent distributor who have not observed the two (2) years re-sponsoring policy period.

  D. Any act that tends to circumvent the company policies producing similar, exactly same, or relative effect for that matter.

Actual violation of the above-stated provision is strictly proscribed. Termination of crossed line account found under his/her line of sponsorship shall take effect immediately and penalty prescribed by the code.

# CODE NO. 8

All Independent Distributors shall not commit any fraudulent acts or machinations or false pretenses, directly or indirectly, to the prejudice of the company or of fellow distributor/s by

- A. Using fictitious name, or dummy for registration or sponsoring purposes with intent to defraud the company;
- B. Altering the quality or quantity of any of the products of the company;
  C. Issuance of check/s drawn against a closed account or insufficient funds to a fellow distributor or to the company and failure to replace the check/s with case or make good value of the said check/s

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D. Registering a minor under his/her line of sponsorship without execution of parental consent.

E. Registering a minor under his/her line of sponsorship with false, altered or fake documents, or forged signature(s) in the parental consent form.

Minor should be represented by either parents (or in the absence, by the legal guardian). For purposes of registration of minor, parental consent shall be presented upon application for distributorship (as Independent distributor or sub-distributor).

In the vent that the minor's parent is also a Archimest/Ainspired Distributor, said minor shall be automatically positioned directly under the sponsorship of the parent.

PENALTIES FOR CODES 7 AND 8
FIRST OFFENSE: ONE (1) MONTH SUSPENSION FROM ALL PRIVILEGES WITH CORRESPONDING FORFEITURE OF ALL SALES BONUSES, PRIVILEGES AND OTHER REMUNERATIONS WHETHER MONETARY OR IN KIND FROM SERVICE OF NOTICE.

SECOND OFFENSE: PERMANENT DEACTIVATION OF ALL INDEPENDENT DISTRIBUTOR'S ACCOUNTS INCLUDING ALL SALES BONUSES, PRIVILEGES AND OTHER REMUNERATIONS WHETHER MONETARY OR IN KIND FROM SERVICE OF NOTICE.

HOWEVER, INDEPENDENT DISTRIBUTORS SANCTIONED WITH PERMANENT DEACTIVATED.

TWO (2) YEARS FROM THE TIME THEIR ACCOUNT/S HAS BEEN DEACTIVATED.

All intellectual property rights for products and services of the Company shall remain the exclusive property of ARCHIMEST. Intellectual property shall include but is not limited to copyright, trademark, service mark and trade name and other intellectual property rights. This act may include alteration, modification or use of completely different new intellectual property to make it appear as that of Archimest. Unauthorized use of the company's intellectual property is absolutely prohibited without prior authorization in writing by the Management. Any act in violation of this Code shall be dealt with accordingly without reservation for damages that may arise in the future.

However, any independent distributor may utilize the Disclaimer stated below for purposes of endorsement or publication of printing materials without need to secure the approval of Archimest:

"DISCLAIMER: This literature/ marketing tool is not an official publication of ARCHIMEST or any of its affiliates.

### CODE NO. 10

All Independent Distributors shall not sell, dissipate or otherwise dispose of in any manner the products at a price lesser than that prescribed by Archimest. The standard and authorized pricing scheme for the products is as follows:

# INDEPENDENT DISTRIBUTOR

The Suggested Retail Price (SRP) and Distributor Price (DP) of Archhimest/Ainspired products are as follows: Within Cebu City and Province

1. The SRP and DP for Regular 60ML bottle is Php 380 and Php 229, respectively.

2. The SRP and DP for Elite 60ML bottle is Php 680 and Php 399, respectively.

3. The SRP and DP for Regular 3ML bottle is Php 40 and Php 35, respectively.

4. The SRP and DP for Regular 3ML bottle is Php 50 and Php 40, respectively.

5. The SRP and DP for 10ML bottle is Php 180 and Php 130, respectively.

Distributor Pricing for Outside Cebu Members

1. DP for Regular 60ML bottle is Php 239.

2. DP for Elite 60ML bottle is Php 409.

3. DP for Regular 3ML bottle is Php 409.

4. DP for Felite 3ML bottle is Php 40.

"DISCLAIMER: This literature/ marketing tool is not an official publication of ARCHIMEST or any of its affiliates.

- 4. DP for Elite 3ML bottle is Php 40.
- 5. DP for 10ML bottle is Php 130

No Distributor is allowed to sell Archimest/Ainspired products at below the SRP, since it will disrupt the competition with each fellow distributor

No distributor may sell, distribute or otherwise dispose of Archimest products simultaneously with other products from competitor industries. Violation of this Code in connection with Code No. 1 constitutes breach of Archimest's Code of Conduct and an offense against the company and all other distributors.

PENALTIES FOR CODES 9 AND 10
FIRST OFFENSE: TWO-WEEKS SUSPENSION OF ALL INDEPENDENT DISTRIBUTOR'S ACCOUNTS WITHOUT CORRESPONDING FORFEITURE OF ALL SALES BONUSES, PRIVILEGES AND OTHER
REMUNERATIONS WHETHER MONETARY OR IN KIND FROM SERVICE OF NOTICE.
SECOND OFFENSE: ONE (1) MONTH SUSPENSION FROM ALL PRIVILEGES WITH CORRESPONDING FORFEITURE OF ALL SALES BONUSES, PRIVILEGES AND OTHER REMUNERATIONS WHETHER
MONETARY OR IN KIND FROM SERVICE OF NOTICE.

THIRD OFFENSE: PERMANENT DEACTIVATION OF ALL INDEPENDENT DISTRIBUTOR'S ACCOUNTS INCLUDING ALL SALES BONUSES, PRIVILEGES AND OTHER REMUNERATIONS WHETHER MONETARY

HIND OF THE PROPERTY DEACTIVATION OF ALL INDEPENDENT DISTRIBUTOR'S ACCOUNTS INCLUDING ALL SALES BONDSES, PRIVILEGES AND OTHER REMOVERATIONS WHETHER MONETARY OR IN KIND FROM SERVICE OF NOTICE.

HOWEVER, INDEPENDENT DISTRIBUTORS SANCTIONED WITH PERMANENT DEACTIVATION OF ALL THEIR ACCOUNTS WHO WISH TO RE-APPLY AS DISTRIBUTORS MAY DO SO AFTER THE LAPSE OF TWO (2) YEARS FROM THE TIME THEIR ACCOUNT/S HAS BEEN DEACTIVATED.

Independent distributors prohibited from importing or exporting of Archimest products to a country with an existing affiliate importer/exporter and/or an exclusive distributor. Any violation of such is considered a breach of the Code of Ethics subject to penalty. Independent Distributors, however, may only be allowed to import and/or export Archimest products to countries without existing affiliated importer/exporter and/or exclusive distributor provided there is proper identification by both the shipper and the consignee.

PENALTIES

FIRST OFFENSE: THREE-MONTH SUSPENSION FROM ALL PRIVILEGES WITH CORRESPONDING FORFEITURE OF ALL SALES BONUSES, PRIVILEGES AND OTHER REMUNERATIONS WHETHER MONETARY OR IN KIND FROM SERVICE OF NOTICE.

SECOND OFFENSE: PERMANENT DEACTIVATION OF ALL INDEPENDENT DISTRIBUTOR'S ACCOUNTS INCLUDING ALL SALES BONUSES, PRIVILEGES AND OTHER REMUNERATIONS WHETHER MONETARY OR IN KIND FROM SERVICE OF NOTICE.

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CODE NO. 12

All Independent Distributors shall be responsible in adhering to Archimest's Code of Conduct and Ethical Standards in relation to the use of digital marketing, online posting and all other social media

publications involving Archimest.
All Independent Distributors are deemed to be accountable to their own acts of promoting Archimest with conscious regard in maintaining the goodwill of the company. They must inhibit one from

an independent Distributors are deemed to be accountable to their own acts of promoting Archimest with conscious regard in maintaining the gloowin of the company. They must imbit one from using any other signs, logos, trademarks or other forms of representation other than those duly registered and authorized by Archimest. This prohibition includes the posting in social media of celebrities as endorsers who are not in any way connected as such with Archimest.

Every Archimest distributor must reveal their true identity in promoting Archimest so as to avoid misrepresentation in all their dealings. The use of an "alias" is strictly proscribed. The use of a third party's intellectual property/ies in any online posting must be authorized, or supported by proper documentation such as license to use or by payment of prescribed fee/s if any. Restrictions or conditions that may arise out of the use of such third party's intellectual property should be adhered to by the Independent Distributor using the same. Any information in relation to promotion of Archimest products created by such third party and being used by Archimest distributor thru the social media must always indicate the author of the same. Otherwise, such Independent Distributor is deemed to be the owner thereof.

FIRST OFFENSE: TWO-WEEKS SUSPENSION OF ALL INDEPENDENT DISTRIBUTOR'S ACCOUNTS WITHOUT CORRESPONDING FORFEITURE OF ALL SALES BONUSES, PRIVILEGES AND OTHER

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SECOND OFFENSE: ONE (1) MONTH SUSPENSION FROM ALL PRIVILEGES WITH CORRESPONDING FORFEITURE OF ALL SALES BONUSES, PRIVILEGES AND OTHER REMUNERATIONS WHETHER MONETARY OR IN KIND FROM SERVICE OF NOTICE.

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## ARCHIMEST WORLD DEVELOPMENT CORPORATION MEMBERSHIP POLICIES

- 1. Member also known as an independent contractor/entrepreneur and his/her organization with ARCHIMEST WORLD DEVELOPMENT CORPORATION does not create any employee-employer relationship.
- By registering to the ARCHIMEST WORLD DEVELOPMENT CORPORATION, the independent contractor/entrepreneur is deemed to have read, understood, be bound and shall comply with
  the provisions of the ARCHIMEST WORLD DEVELOPMENT COMPANY's Membership Terms and Conditions, Code of Conduct, The Company's Compensation Plan and any of its policies which
  shall include provisions as modified, amended or re-enacted from time to time.
- 3. Independent contractor/entrepreneur guarantees that all the information in his/her online registration is true and correct upon which ARCHIMEST WORLD DEVELOPMENT CORPORATION can completely depend for its accuracy.
- 4. The Member shall not register as or be an agent, worker, associate or partner, directly or indirectly, of any multi-level marketing company engaged in a business which is in direct competition with and/or employing the same or similar business plan as ARCHIMEST WORLD DEVELOPMENT CORPORATION. Any violation of this provision shall entitle ARCHIMEST WORLD DEVELOPMENT CORPORATION to unilaterally revoke/terminate the Member's account/s in ARCHIMEST WORLD DEVELOPMENT CORPORATION.
- 5. ARCHIMEST WORLD DEVELOPMENT CORPORATION reserves the right to terminate the distributorship in the event it is found that there has been improper use of the ARCHIMEST WORLD DEVELOPMENT CORPORATION Business System or any violation by the member against the ARCHIMEST WORLD DEVELOPMENT COMPANY'S Membership Terms and Conditions, Code of Conduct, ARCHIMEST WORLD DEVELOPMENT CORPORATION Compensation Plan and any of its policies which shall include provisions as modified, amended or re-enacted from time to time.
- 6. ARCHIMEST WORLD DEVELOPMENT CORPORATION reserves the right after due hearing, to cancel the account of any Member who is found guilty of making false representations prejudicial to the interest of ARCHIMEST WORLD DEVELOPMENT CORPORATION, or is otherwise found committing acts inimical or damaging to the reputation and goodwill of ARCHIMEST WORLD DEVELOPMENT CORPORATION without prejudice to the right of ARCHIMEST WORLD DEVELOPMENT CORPORATION to file the necessary suit in court. In addition, pending the investigation and hearing all unreleased and/or accruing commissions and other benefits pertaining to the Member's account/s with ARCHIMEST WORLD DEVELOPMENT CORPORATION shall be suspended and once found guilty, shall be forfeited in favor of the company.
- 7. ARCHIMEST WORLD DEVELOPMENT CORPORATION encourages team-work and cooperation among its Members, and thus, any Member found guilty, after due hearing, of having enticed or induced or sponsored another Member to transfer from one group to another shall be meted with proper sanctions, and even forfeiture of commissions if violation is grave.
- 8. All Members shall be entitled to appropriate commission for each and every transaction consummated by the member/s. In line with this, ARCHIMEST WORLD DEVELOPMENT CORPORATION reserves the right to withhold appropriate taxes from the commissions and other monetary benefits of its Member which shall be remitted directly to the Bureau of Internal Revenue.
- 9. Any Member who engages in chat, email, postings or any other medium, content that is deemed damaging to ARCHIMEST WORLD DEVELOPMENT CORPORATION will be terminated from ARCHIMEST WORLD DEVELOPMENT CORPORATION. Depending on seriousness, ARCHIMEST WORLD DEVELOPMENT CORPORATION may deem it appropriate to exercise legal action.
- 10. The death of a Member terminates all his/her personal benefits under any and all ARCHIMEST WORLD DEVELOPMENT CORPORATION account/s, except those pecuniary benefits accruing there from during the lifetime of the Member, which benefits shall be released to his/her legal heirs and/or upon presentation of the required estate settlement documents.
- 11. In accordance with banking practices, any check issued to the Member must be claimed and negotiated within six (6) months from its date of issuance. However, when a check remains unclaimed for a period of one (1) year, any amount due hereunder shall be deemed forfeited in favor of the company. And unclaimed payout within 6 months either in the form of check or cash will be forfeited.
- 12. ARCHIMEST WORLD DEVELOPMENT CORPORATION at its option, may seek enforcement of its rights herein in any court of the Philippines where it has its main offices or branches and/or terminate this agreement upon default of a Member of his/her obligation as set forth herein and/or in the company policy manual.
- 13. The Member affirms that he/she has read and fully understood the provisions on this Rules and Regulations and obliges that he/she shall update himself/herself of any subsequent changes, amendments and/or additions hereto which may be promulgated by ARCHIMEST WORLD DEVELOPMENT CORPORATION, from time to time in the future, in order to comply with applicable laws and prevailing economic conditions.
- 14. In support of his/her application to become an independent contractor/entrepreneur of ARCHIMEST WORLD DEVELOPMENT CORPORATION the user hereby undertakes to comply with all the provisions stated herein and no REFUND POLICY.

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- 13. ARCHIMEST WORLD DEVELOPMENT CORPORATION at its option, may seek enforcement of its rights herein in any court of the Philippines where it has its main offices or branches and/or terminate this agreement upon default of a Member of his/her obligation as set forth herein and/or in the company policy manual.
- 14. The Member affirms that he/she has read and fully understood the provisions on this Rules and Regulations and obliges that he/she shall update himself/herself of any subsequent changes, amendments and/or additions hereto which may be promulgated by ARCHIMEST WORLD DEVELOPMENT CORPORATION, from time to time in the future, in order to comply with applicable laws and prevailing economic conditions.
- 15. In support of his/her application to become an independent contractor/entrepreneur of ARCHIMEST WORLD DEVELOPMENT CORPORATION the user hereby undertakes to comply with all the provisions stated herein and no REFUND POLICY.