

CODE OF ETHICS

1.0 PURPOSE OF CODE OF ETHICS

Operating in an ethical manner is an essential part of the company's core values.

The Code of Ethics outlines the standards and behaviours that every employee is expected to have to ensure the highest standards of honesty and integrity. It shows the company's commitment to ethical conduct, compliance to applicable regulations and avoidance of conflicts of interest.

This code is a guide to the values, behaviours and ways of working which are core to being an employee of the company.

2.0 MAIN ETHICAL PRINCIPLES

The main ethical principles of the company are:

Behaviour	Each employee shall behave in a professional and respectful manner.
Communication	Each employee shall encourage clear communication with suppliers, clients and colleagues.
Compliance	Each employee shall ensure that work completed is in compliance with the company's standards, legislations, rules and regulations.
Confidentiality	Each employee shall treat all transactions confidentially and not disclose any information, without prior permission, unless legally required.
Creativity	Each employee shall encourage creative thinking to bring forward new ideas.
Dedication	Each employee shall be dedicated to provide competent services.
Honesty	Each employee shall be honest in his/her work and appropriately report those who are engaged in deception/fraud.
Innovation	Each employee shall make appropriate use of innovation to provide better services to clients.
Integrity	Each employee shall possess professional integrity and act as a trustworthy person.
Obligation	Each employee shall fulfil his/her lawful obligations to the company with professionalism.

Politeness	Each employee shall act with politeness with suppliers, clients and colleagues.
Respect	Each employee shall respect the rights of suppliers, clients and colleagues.
Responsible	Each employee shall be responsible and accountable for one's decisions and actions.
Sense of ownership	Each employee shall have a sense of ownership towards the work to be completed.
Value	Each employee shall value relationship with suppliers, clients and colleagues.

3.0 BREACH OF CODE OF ETHICS

Any employee breaching the Code of Ethics may be liable to disciplinary actions.

4.0 ETHICAL DECISION-MAKING TOOL

While a Code of Ethics can provide the general rules, it cannot cover every situation. Ethics sometimes comes down to a personal decision.

The below framework can be used as a guide:

- Recognise an ethical issue
- Get the facts
- Evaluate alternative actions from various ethical perspectives – think critically
- Make a decision and test it
- Act and then reflect on the decision later.

Quick Test when making a final decision:

- Is it legal?
- What do the Code of Ethics and policies say?
- What would my ethical role model do?
- How would it look on the front page of tomorrow's newspaper?
- How does it make me feel?
- Would I be comfortable sharing my decision with my closest family?
- Does it pass the Golden Rule test "Do to others as you would wish them to do to you"?

5.0 ETHICS COMMITTEE

An Ethics Committee has been set up, constituting of the CEO and the HR Manager. The committee meets on an ad-hoc basis to discuss any issues raised by an employee.

If an employee is facing an ethical dilemma or has any concerns, same should be discussed with the HR Manager, who may then raise the issue with the Ethics Committee. Decisions of the Ethics Committee is then discussed with the concerned employee.

Any decision, which the committee feels can have an impact on other employees, is communicated to all employees.