

## ETHICS & CODE OF CONDUCT POLICY

The company is committed to encouraging and maintaining good employee relations, which fosters and contributes to a workplace environment where individuals feel safe and can work competently and confidently.

All employees and those dealing with the company must maintain good working relationships. Harassment, not limited to disability, gender, marital status, sexual orientation, age, creed, colour or ethnic origin, will not be tolerated. ***Everyone has the right to be treated with consideration, fairness, dignity and respect!***

Furthermore, the company will not enter into any business dealings with any person or company that fails to uphold the human rights of its workers or breaches the human rights of those affected by the company's activities.

### STATEMENT

#### Scope

This Policy forms a statement of the principles that guide our daily operations and establishes how we expect management, employees, service providers, clients, visitors and Company representatives to act in accordance with the law and applicable Company policies, procedures and guidelines.

This Policy does not discriminate at any level and applies ***equally*** to ***all*** company associates.

#### Equal Opportunities

We are committed to ensuring equal opportunity and fairness for all people regardless of race, religion and belief, social origin, gender, physical disability, age, or sexual orientation regarding hiring, promotion, professional training, employment and working conditions, and social protection.

#### Human Rights

We oppose slavery in all forms; cruel, inhumane or degrading punishments; and any attempt to control or reduce freedom of thought, conscience and religion.

#### Workers' Rights

We are committed to complying with all employment legislation.

#### Harassment and Bullying

All employees have a right to work in an environment where the dignity of individuals is respected and free from harassment and bullying, and we are committed to eliminating intimidation in any form!

#### Conflicts of Interest

The company holds as fundamental to its success the trust and confidence of those with whom it deals, including clients, suppliers and employees.

#### Responsibility

Company management and Masters are accountable for ensuring that the standards set forth by this Policy are communicated to all employees and that their conduct sets a good example.

Everyone is responsible for their behaviour and ensuring that their conduct is per communicated principles. In addition, each person is responsible for reporting any bullying or harassment that they witness or which comes to their attention.

Under no circumstances shall any form of retaliation be accepted against any employee who, in good faith, makes any complaint against any other person or persons regarding discrimination or harassment.

#### Violations

Adherence is mandatory, and any violation of this Policy and associated documented procedures may lead to disciplinary action or legal consequences.

Any service providers, clients, or visitors failing to cooperate with the company in this regard may result in the removal from Company premises and denial of future entry.

#### Continuous Improvement

Senior management review this Policy annually and revises it as necessary to reflect changing operational conditions, new technology, government policies and legislation.

ANNUAL APPROVAL OF CORPORATE POLICIES

Approved by the CEO and Managing Director

Annual Verification

Date: 17<sup>th</sup> June 2022

Verification Stamp:



Annual Verification

Date: 3<sup>rd</sup> April 2023

Verification Stamp:



Annual Verification

Date:

Verification Stamp:

Annual Verification

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