



SAFETY FOR AFRICA (PTY) LTD - CODE OF CONDUCT

Summary

The code of conduct specifies the conditions to which an employee has to comply in their activities as a professional in the field of Occupational Safety and Health.

Organisational Code of Conduct:

Safety For Africa employees must, at all times, comply with all applicable laws and regulations, policies and ethical standards governing professional practice of health and safety and related activities. Employees uncertain about application or interpretation of any legal requirements should refer the matter to Safety For Africa management, who, if necessary, should seek appropriate legal advice.

Qualification, Experience and Identity

Qualifications in the field of Occupational Health and Safety

A valid Medical Certificate of Fitness.

Curriculum Vitae

A South African citizen or permanent resident with South African issued identity document.

All above documentation is to be certified at a police station and forwarded with application.

General Employee Conduct

Safety For Africa expects its employees to conduct themselves in a business-like manner.

Employees shall not behave inappropriately

Employees are representatives of Safety For Africa and must dress according to the required dress code of the client and onsite requirements. Site conditions determine the required PPE to be utilised.

Conflict of Interest

Safety For Africa expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of Safety For Africa and their client. Regardless of the circumstances, if employees sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with the client, they should immediately communicate all the facts to Safety For Africa management.



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Outside Activities and Employment

Employees must avoid any business interest or participate in any other activity outside the scope of Safety For Africa that would create an excessive demand upon their time and attention. Work, where there is a conflict of interest with the operations of Safety For Africa must not be undertaken.

Relationships with Clients and Suppliers

Employees must not invest or acquire a financial interest for their own account in any business organisation that has a contractual relationship with Safety For Africa, or that provides goods or services, or both, to Safety For Africa. Employees shall not disclose any information which may reasonably be considered to be prejudicial to the business of any present or past employer, client or partner.

Gifts, Entertainment, and Favours

Employees must not accept entertainment, gifts, or personal favours that could, in any way, influence, or appear to influence, business decisions in favour of any person or organisation with whom or with which the organisation has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their positions with Safety For Africa might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.

Kickbacks and Secret Commissions

Regarding Safety For Africa's business activities, employees may not receive payment or compensation of any kind, except as authorised under Safety For Africa business and payroll policies. Safety For Africa strictly prohibits the acceptance of kickbacks and secret commissions from clients or others. Any breach of this rule will result in the immediate termination and prosecution to the fullest extent of the law.

Organisational Records and Communications

Accurate and reliable records of many kinds are necessary to meet Safety For Africa's legal and financial obligations and to manage the affairs of Safety For Africa. Safety For Africa employees are responsible for record keeping.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False attendance, production, financial. Or similar reports and statements.
- False advertising deceptive marketing practices, or other misleading representations.



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Dealing with Outside People and Organisations

Employees must take care to separate their personal roles from their organisation positions when communicating on matters not involving Organisational business.

When communicating publicly on matters that involve organisational business, employees must not presume to speak for Safety For Africa on any topic, unless they are certain that the views they express are those of Safety For Africa, and it is the organisation's desire that such views be publically disseminated.

When dealing with anyone outside Safety For Africa, including public officers, employees must take care not to compromise the integrity or damage the reputation of either, Safety For Africa or any outside individual, business or government body

Prompt Communications:

In all matters relevant to customers, suppliers, government authorities, the public and others in Safety For Africa, all employees must make every effort to achieve complete, accurate, and timely communications - responding promptly and courteously to all proper requests for information and complaints.

Privacy and Confidentiality

When handling financial and personal information about customers or others with whom Safety For Africa has dealings, observe the following principles:

- Collect, use, retain only the personal information necessary for Safety For Africa's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
- Retain information only for as long as necessary or as required by law. Protect the physical security of this information
- Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for which it was originally obtained. Obtain consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligations provides otherwise.



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I have read the Safety For Africa (Pty) Ltd – Code of Conduct and agree to uphold the principals set out in the code of conduct and to uphold the OHS act, the laws and regulations of South Africa.