



HUMAN RESOURCES POLICIES & PROCEDURES

INSULATION • SCAFFOLDING • ASBESTOS REMOVAL • FIRE PROOFING • SHEET METAL WORK • PAINTING

MASTER COMPANY HR PROCEDURE

HR.002.P&P
CODE OF BUSINESS ETHICS -P&P

REVISION: 03

DATE COMPILED: 07/07/2022

NEXT REVISION DATE: 07/07/2024

STATUS: ACTIVE

LOCATION / AREA OF ACTIVITY:

DESCRIPTION OF ACTIVITY:

	NAME & SURNAME	COMPANY	POSITION	SIGNATURE	DATE
Compiled By:					

Directorate Review, Acknowledgement & Approval

Full name and Surname	Designation	Date	Signature
Mr. Frik De Lange	Managing Director		



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03

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MD

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Code of Business Ethics

1. Purpose & Scope

- 1.1 The Code lays out the organization's position regarding the moral and ethical standards that are to be applied in the relationships with customers, and with and between managers and employees, in order to achieve the business objectives of the organization.
- 1.2 The Code applies to all employees, but in particular, management staff, from the supervisory level and upwards.

2. Guiding Principles

- 2.1 The organization aims to provide responsible and efficient service to its customers.
- 2.2 A commitment to good business practices is upheld.
- 2.3 The organization will follow ethical and fair commercial practices and will fulfil its legal obligations to staff, its customers, and the public.

3. Responsibilities of Management

- 3.1 Management will periodically communicate and endorse the Code of Business Ethics to staff and ensure understanding of, and compliance with this Code by all managerial employees.
- 3.2 Management will assume responsibility for the observance of ethical obligations that the organization has towards its customers.
- 3.3 Management will take the necessary steps to ensure compliance with the Code as may be appropriate, including communication, disciplinary action, and revision.

3.4 Management responsibilities to customers include:

- 3.4.1 Accurate and ethical marketing, sales, and supply.
- 3.4.2 Setting and maintenance of the quality product and service standards.
- 3.4.3 Strive to achieve savings and benefits for customers; and
Respect the confidentiality of customer service information.



3.5 Management responsibilities to the organization include:

Act honestly and in good faith to preserve the interests of the organization; and

- 3.5.2 Act in a manner to ensure that the Managements' personal interests do not conflict with those of the organization.

3.6 Management responsibilities to suppliers and vendors of the organization include:

- 3.6.1 Ensure good, hygienic, and harmonious sales and procurement practices; and
- 3.6.2 Ensure that the organization complies with its financial commitments and obligations.

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3.7 Management obligations to employees include:

- 3.7.1 Maintain a courteous approach.
- 3.7.2 Ensure that attention is given to staff training and development.
- 3.7.3 Provide safe working conditions.
- 3.7.4 Ensure that no discrimination is carried out in relation to the appointment, treatment, and promotion of employees.
- 3.7.5 Recognize employees' efforts by fair and adequate remuneration and other means as is determined from time to time.
- 3.7.6 Protect employees from any form of harassment by the timeous implementation of governing values and principles.
- 3.7.7 Comply with labour relations laws and conditions of employment.
- 3.7.8 Efficiently communicate the *Code of Business Ethics* and its rationale to peers and co-employees.
- 3.7.9 Deal openly and fairly with employees and their representatives in labour relations matters; and
- 3.7.10 Manage the organization in such a way as to not unreasonably jeopardize the job security of employees.

4. Responsibilities of Employees

4.1 Employees' responsibilities to customers include:



- 4.1.1 Support and assist management in fulfilling its commercial and ethical obligations under the Code;
- 4.1.2 Avoid the time and material wastage;
- 4.1.3 Respect the confidentiality of customer information; and
- 4.1.4 Assist fellow employees in meeting customer expectations and obligations.

4.2 Employees' responsibilities to the organization include:

- 4.2.1 Commit to honoring the terms and conditions of employment;
- 4.2.2 Apply themselves diligently and efficiently to the carrying out of duties;
- 4.2.3 Act honestly at all times and report any harmful activity that comes to their attention;
- 4.2.4 Avoid any activities, which are in conflict of interest to the organization and report any activity or interest, which may conflict prior to joining the organization, or as and when such conflict arises;
- 4.2.5 Respect the confidentiality of client and organization information,
- 4.2.6 Develop their potential as much as possible, particularly in return for training received; and
- 4.2.7 Avoid unreasonable disruption of production; and
- 4.2.8 Assets are not to be abused and misused.

4.3 Employees' responsibilities to fellow employees include:

- 4.3.1 Act supportively in the carrying out of duties;
- 4.3.2 Act honestly; and
- 4.3.3 Commit to the non-engagement in any intimidator, harassing, or victimizing conduct.
- 4.3.4 Encourage and actively participate in safe work practices.

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5. This Policy Consists of 1 (ONE) form

CPGP.HR 006 MASTER APPLICATION FOR LEAVE

6. Training:

Documentation Training