

## **Extract of Global Policy**

### **Employee Conduct Standards**

All employees must at all times adhere to standards of behaviour in the workplace that include, but are not limited to, the following:

- Be responsible for the results and reputation of the Company
- Display professional behaviour in every aspect of their work and comply with applicable company policies, laws, regulations and professional standards
- Behave honestly, be trustworthy and set a good example
- Show respect for others, treat colleagues and business associates with respect, dignity, fairness and courtesy.
- Maintain a work environment free from discrimination, harassment and retaliation
- Observe appropriate and professional workplace attire and appearance in accordance with Company policy.
- Comply with all health & safety regulations
- Act in a socially responsible manner at all times.
- Declare any gifts given or received in accordance with Company policy
- Report any incidents, risks and issues which are contrary to the Company's policies
- Keep personal phone calls and personal emails to a minimum
- Avoid tardiness or absenteeism without proper notification and/or approval

Serious violations of these standards include, but are not limited to, the following:

- Disorderly or indecent conduct
- Acts that may be detrimental to morale
- Acts of theft or sabotage
- Falsification of employment applications or Company documentation
- Disclosure of confidential information
- Insubordination including refusal to do assigned work or perform work as requested by the manager without proper justification

Employees are responsible for following the code consistently and appropriately. Violation may lead to disciplinary action, up to and including dismissal and legal prosecution by the company.