

AFRINIC - CODE OF CONDUCT

| I must / I act / I should... | I refuse to / I condemn / I should not... |
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| <ul style="list-style-type: none"> • Respect my contract of employment, be diligent and be efficient. • Respect the company's rules and ask for explanation where I do not understand. • Be respectful and courteous to others at the place of work and outside the place of work. • Always maintain high quality standards of my deliverables. • Maintain, respect and protect the company's assets. • Act in the best interests of AFRINIC at all times. • Denounce any fraud or attempt fraud (theft). • Protect the company's assets against any damage. • Against unauthorised use of company's assets. • Respect company's guidelines and policies in an exemplary manner. • Notify my manager of any inconsistencies from policies. • Respect timekeeping. • Respect language differences. | <ul style="list-style-type: none"> • Disclose confidential information • By-pass procedures • Abuse my hierarchical position, my influence, my rights, and privileges • Perform any work other than the company's without expressed approval. • Use the company's assets for personal use without expressed approval. • Have conflicts of interests between my personal business or activities and that of the company. • Work under the influence of drugs and alcohol. • Corruption or attempted corruption internally or externally. • All forms of behaviours that give offence or discriminate based on gender, sexual orientation, religion, race or ethnic group, other perceived social, cultural and personal differences, all forms of harassment including sexual and moral. • Any act which damages the reputation of the company. • Personal attacks or otherwise defamatory comments against the company and its employees. |