



Elite Fire Protection 370 (Pty) Ltd
Code of Business Conduct
External Version - Short

Department: Regulatory & Compliance

Effective Date: 1 August 2021

No. of Pages: 7

CODE OF BUSINESS CONDUCT



Completed by

Compliance Department

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Version

Version 2

History

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Target Group


Elite Fire Protection employees

Document Owner

Regulatory & Compliance Director

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Introduction

Elite Fire Protection’s vision is to be a preferred, reliable source with efficient fire protection solutions for all.

We strive to gain and maintain the expertise needed to constantly provide our valued clients with the best guidance and service according to the regulations and standards to prevent loss or damages.

Elite Fire Protection’s mission is therefore dedicated to protect the environment we live and work in by delivering quality solutions with pride and integrity.

For Elite Fire Protection to become successful and maintain it, we need to ensure that all employees uphold themselves with the utmost integrity.

We must strive to honestly earn the trust and respect of our colleagues, clients, suppliers, and sub-contractors and carry ourselves in a professional manner.

All decisions and actions must have a positive reflection on our business and learning from all obstacles to become our strong suit.

Our Code of Business Conduct set out in this document is to guide the actions and behaviours for everyone.

We all depend on each other to produce the best work we can as a company. Your decisions will affect clients and colleagues, and you should take those consequences into account when making decisions.


Who is responsible?

Our Code of Business Conduct is applicable to all employees of Elite Fire Protection 370 (Pty) Ltd, and any suppliers or sub-contractors that the Company associates itself with is also expected to share our commitment to integrity by adhering to our Supplier Code of Business Conduct.

Reporting Code violations

Should you suspect that this Code is not being complied with, we encourage you to report it to the Regulatory and Compliance Director via email karen@elitefire.co.za. All reports will remain confidential.

Where appropriate the Company will report such incidents to law enforcement authorities.

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Ethical Principles

The work environment

It is expected that all employees at the Company treats everyone with respect.

At Elite Fire we have zero tolerance of emotional, mental and physical abuse toward any person(s).

We are a company which encourages inclusivity and both welcome and support people of all backgrounds and identities. This includes but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, colour, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

Employees should be kind and no acts of harassment and inappropriate behaviour are acceptable. This includes but is not limited to:

- Threats of violence.
- Insubordination.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behaviour.

Illegal Activities


The following activities are strictly banned:

- Smoking during meetings
- Drinking alcohol
- Use of foul language during professional meetings or discussions.

Social Media

These social media guidelines apply to all employees and contractors who create and contribute to blogs, social networks, or any kind of social media during and after working hours. These guidelines apply to both employee's business and personal accounts.

- Employees to behave in a respectful manner when creating posts online or commenting on any social media platform.

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- Refrain from representing yourself or the company in a false or misleading way.
- All statements must be true and not misleading.
- Post meaningful, respectful comments – avoid spam and remarks that are off-topic or offensive.
- Consider the full context of posts and remain open-minded before commenting on posts.
- Negative posts, blogs and comments about the company are strictly prohibited and will result in disciplinary actions.

Be smart about protecting yourself, your privacy and the company’s confidential information. What you publish is widely accessible and will be around for a long time.

Conflict of Interest

A company’s reputation depends on the behaviour and actions of its employees. It is therefore of highest importance that Elite Fire Protection employees avoid activities and relationships that could potentially harm the business. This includes but is not limited to:

- Insider trading and financial interests.
- Investments in companies’ employees do business with.
- Employee political interests.
- Significant financial interests in other companies.
- Securities transactions.
- Taking out loans.

Values


Employees are strongly encouraged to adhere to the core values of Elite Fire Protection: Respect, Honesty, Integrity, Diversity, Consistency, Kindness, Optimism, Ownership and Commitment.

Anti-bribery and corruption

Employees should always exercise caution and avoid bribery and corruption. Where the employee is uncertain, he/she is encouraged to discuss this with Regulatory and Compliance Director.

Bribery and corruption include but is not limited to:

- Doing illegal business with government.
- Choosing and maintaining service providers.

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- Receiving gifts and entertainment not covered by the Company’s Hospitality Standard Operating Procedure.
- Exchange of money of any value between the employee and the clients as per the Travel Standard Operating Procedure.
- Loans, bribes, and kickbacks.
- Relationships with former employees.
- Obligations of departing and former employees.
- Interaction with competitors.
- Relationships with affiliates, international entities, and customers.

Disciplinary Action

Disciplinary action because of violation of the code of business conduct will be dealt with in line with the labour guide.