

## WORKPLACE RULES

- All employees shall treat each other with the necessary respect.
- No person shall discriminate against another person or group on any grounds whatsoever.
- No person shall engage in sexual or any other forms of harassment.
- Every employee shall perform his/her duties faithfully and to the best of his/her ability.
- Employees shall deal honestly with the property of the company.
- The principle of honesty will inform our dealings with one another, as well as with providers and customers.
- No employee shall, outside working hours, engage in business or trade which is in direct competition with that conducted by the company.
- Employees shall not, while at work, partake of any intoxicating beverage or drug.
- No employees shall report for work in an intoxicating state.
- Smoking is allowed only in designated areas.
- Employees shall report for work punctually and shall not leave their place of work before the designated time.
- An employee shall not be absent from work without good reason and without the necessary permission.
- Employees who are absent from work for reasons for illness, shall inform their supervisor within the first hour of the first day they are absent.
- Employees shall obey all lawful, reasonable instructions issued by persons authorised to give such orders.
- Every employee shall acquaint themselves with the safety and security rules, abide by such rules, and take the necessary safety and security precautions.
- No employee shall wilfully damage the property of the company or any other person.
- No employee shall use language or any other form of communication which is abusive or displays contempt for others.
- All employees shall be treated equally, and no employee shall be victimised for any reason whatsoever.
- Employees who represent the company to customers, service providers or any other external party shall at all times uphold and promote a favourable image of the company.
- All information received or disclosed in confidence shall remain as such.
- All employees shall at all times be neatly dressed and wear protective clothing.
- Workplaces and the company premises shall be maintained in a clean and orderly condition.

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