



CODE OF CONDUCT / ETHICS AGREEMENT

IBL Africa (Pty) Ltd represents a business where reliability and absolute integrity is the expected outcome of its work ethics, its peoples' approach and value system and the expectation of its customers. As an employee of / contractor to IBL Africa (Pty) Ltd, there is an expectation to uphold the following Code of Conduct and Ethics Agreement principles:

- a) Shall refrain from any unbecoming and illegal conduct that will bring the name of employees or stakeholders of IBL Africa into ill repute. When an employee or contractor is uncertain of the meaning or application of a regulation or policy, or the legality of a certain practice or activity, he/she shall seek guidance;
- b) Shall not obtain any improper personal benefit by virtue of their employment or contractual relationship with IBL Africa;
- c) Shall not engage in any practice intended to unlawfully obtain favourable treatment or business from any entity, or any other person or entity in a position to provide such treatment or business;
- d) Shall not engage in any marketing or sales activities on behalf of IBL Africa, nor suggest clients to IBL Africa;
- e) Shall not accept bribes, gifts, or gratuities intended to persuade business decisions or solicit unfair advantage;
- f) Shall perform their duties in good faith and to the best of their ability;
- g) Shall comply with all applicable statutory and company regulations and guidelines;
- h) Shall disclose any potential conflict of interest and refrain from any activity that represents an unfair business advantage by virtue of their business interest or employment with IBL Africa;
- i) Shall not use confidential IBL Africa information for their personal benefit or for the benefit of any other person or entity, while employed at or under contract to IBL Africa, or at any time thereafter;
- j) Shall not steal or otherwise misappropriate funds of IBL Africa. All internal control procedures shall always be adhered to;
- k) Shall promptly report any and all violations or reasonably suspected violations of the Code of Conduct by other employees or contractors;
- l) Shall not engage in or tolerate retaliation against employees or contractors who report suspected wrongdoing;
- m) Shall not discriminate for reasons related to age, race, conscience, culture, disability, disease, ethnic and social origin, gender, language, marital status, pregnancy, religion, sexual orientation or socio-economic status;
- n) Shall not disclose any information pertaining to an audit, consultation or any other business-related activity to unauthorised persons, without written permission. Authorised parties are limited to the client for which the work is conducted
- o) IBL Africa (Pty) Ltd is committed to providing credible Social Compliance audit services that inspire confidence with all parties by adopting and operating in accordance with the following principles:
 - Compliance and Accountability
 - Independence and Integrity
 - Competence
 - Transparency
 - Confidentiality and
 - Responsiveness to complaints
- p) Company Management is further committed to implementing all the requirements prescribed by the Association for Professional Social Compliance Auditors (APSCA) and commits to consulting the Sedex Members Ethical Trade Audit (SMETA) Best Practice Guidance, as revised.

Top Management shall ensure that the policies are understood and complied with throughout the company and shall review and continually improve the policies to ensure their continued suitability and effectiveness.