



Afrika Tikkun

SERVICES

CODE OF CONDUCT

PURPOSE AND APPLICATION

The purpose of these rules is not to impose unfair or unreasonable conditions upon the employees, but rather to clearly indicate what management requires and expects from employees.

These rules apply to all employees.

In order to provide for changing circumstances, the list of rules may be amended or supplemented from time to time by agreement.

In the event of an employee allegedly being in breach of said rules, the matter will be subjected to the Organisation's normal disciplinary procedures.

Hours of Work

The hours of work will be determined by operational requirements from time to time and employees are expected to strictly adhere thereto.

Absenteeism

It is the employee's duty to furnish the reason for absence from work or training, before 10h00 on the first day of absence unless otherwise agreed.

Absence on Mondays and Fridays will require a doctor's note or medical certificate unless otherwise agreed with management. Which prior agreement must be documented in writing.

Health and Safety Rules

Employees will strictly observe safety rules and regulations of the Organisations and any incidents, however minor must be reported to management immediately.

It is important for Employees to be accounted for at all times and undertake activities that are within their physical capabilities and within the scope of their responsibilities and not take risks that are likely to cause injury to themselves or others.

Slogans and Badges

Employees may not wear or display, on his/her person, any slogan, sticker, badge or article without prior permission from Management.

Employees may not distribute signs or notices on the Organisation premises without prior permission from Management.

Physical Violence

No form of physical violence during working hours or on the organizations premises will be tolerated.

Alcohol, Drugs, Smoking Sexual activities and Chemical Substances

No Employees shall use alcohol or any other drug or any chemical or related substance not strictly necessary for medicinal purposes whilst at work, nor shall any Employees report for work whilst under the influence of being affected by alcohol, any drug or any such other chemical or related substance.

No Employees may bring any of the mentioned substances onto the organizations premises or sites serviced by the organization, without permission from management.

Reporting/Speaking up

The company encourages all Employees to ask questions and raise issues without fear of retaliation and is committed to treating reports seriously and investigating them thoroughly.

Employees must report suspected unethical, illegal or suspicious behavior immediately. The company does not tolerate retaliation against anyone who makes a good faith report of suspected misconduct or otherwise assists with an investigation or audit.

To report a concern:

- Talk to your manager first and if not satisfied with how the matter was handled, then
- Contact Human Resources

No Retaliation

Employees who report a concern in good faith cannot be subjected to any adverse employment action including

- Unfair dismissal, demotion or suspension
- Unfair denial of a promotion, transfer or other employment benefit
- Bullying and harassment, either in person or online
- Exclusionary behaviour
- Any other behaviour that singles out the person unfairly

Equal Opportunity

The company will not tolerate discrimination based on race, color, religion, gender, age, national origin, sexual orientation, marital status, disability or any other protected class.

Harassment

Treat all fellow Employees, customers, business partners and other stakeholders with dignity and respect at all times.

Any type of harassment, including physical, sexual, verbal or other, is prohibited and can result in disciplinary action up to, and including, termination.

Harassment can include actions, language, written words or objects that create an intimidating or hostile work environment, such as:

- Screaming at or humiliating someone
- Physical violence or intimidation
- Unwanted sexual advances, invitations or comments
- Visual displays such as derogatory or sexually-oriented pictures or gestures
- Physical conduct including assault or unwanted touching
- Threats or demands to submit to sexual requests as a condition of employment or to avoid negative consequences

Bullying

We are committed to ensuring that our Employees, our contractors and our customers work in safe and respectful environment that is free of bullying.

Bullying can include:

- Spreading malicious rumour or gossip
- Excluding or isolating someone socially
- Withholding necessary information or purposefully giving the wrong information □
Intimidating someone
- Impeding someone's work

- Unfairly denying training, leave or promotion
- Constantly changing work guidelines
- Sending offensive jokes or emails
- Criticizing or belittling someone constantly
- Tampering with a person's personal belongings or work equipment

Weapons and Dangerous Articles

No Employees shall carry or bring onto the Organisation's premises any dangerous or potentially dangerous or lethal weapon, article or substance without specific instructions or prior authority to do so.

Behaviour

Afrika Tikkun Services employees will act honestly in all dealings with the young people), clients, Afrika Tikkun Services employees, non-Afrika Tikkun Services employees and others.

In the course of representing a youth (candidate) or client, Afrika Tikkun Services employees shall not knowingly make a false or inaccurate statement, fail to disclose a material fact, or make a representation as to future matters without having reasonable grounds for making it.

Afrika Tikkun Services employees must adhere to principles of truth in advertising and will only advertise positions, through any medium, for which they have documented permission to recruit and select.

All fees, charges, stipends and services provided must be explicitly and fully disclosed to candidates and clients prior to the acceptance of an opportunity engagement, or prior to any work being undertaken for a client.

Afrika Tikkun Services employees should document all key stages of the recruitment process in line with relevant legislation and good practice guidance.

Afrika Tikkun Services employees must comply with the various rules and regulations of the company as issued from time to time, must carry out lawful instruction given to them and at all times behave in a lawful and orderly manner.

No verbal or physical; obscenity will be tolerated.

Afrika Tikkun Services employees must at all times ensure that their behaviour in public is of such a nature that it is not offensive.

Afrika Tikkun Services employees should adhere to the spirit of Ubuntu and thereof all applicable human rights, employment laws and regulations and will treat work seekers, clients and others without prejudice or unjustified discrimination.

Afrika Tikkun Services employees will treat all work seekers and clients with dignity and respect and aim to provide equity of employment opportunities based on objective business related criteria.

Confidentiality

Afrika Tikkun Services employees may not pass on information to any person or Company outside

the organization as to the Organisation's systems, methods or any aspect of the Organisation.

Afrika Tikkun Services employees must observe the highest principles of integrity, professionalism, equity and fair practice to maintain the confidentiality and privacy of candidate and client information and should respect the confidentiality of records in accordance with the law and good business practice.

Afrika Tikkun Services employees must ensure that permission has been obtained and documented before disclosing, displaying, submitting or seeking confidential or personal information.

Media Contact

No Employees shall discuss any matter regarding the organization or its circumstance with any media representative nor disclose any information of whatsoever nature pertaining to the Organisation, to any persons or to the media. All requests in this regard shall be directed to their manager.

Moonlighting

No employee may perform any work for another Organisation or business, which includes after hours work for either a client or a non-client, nor be associated with any enterprise, which may be in conflict with the Organisation.

Organisation's Property

Employees shall properly care for Organisation property and shall not through any act of negligence misuse, damage or allow damage to be caused to any Organisation property. Any instance of misuse, damage / loss or malfunction shall be reported to the immediate superior forthwith.

Unauthorised Removal and Unauthorized Misuse

No theft, unauthorised possession or use of the Organisation or fellow Employees' property will be allowed and Employees are expected to report any such occurrence forthwith to Management.

Bribes and Favours

Afrika Tikkun Services employees will not undertake actions that may unfairly or unlawfully jeopardize a candidate's employment and well-being.

Afrika Tikkun Services employees will not undertake actions that may unfairly or unlawfully interfere in work relationships established by others.

Afrika Tikkun Services employees will not attempt unfairly or unlawfully to prevent candidates from seeking work from other sources.

Afrika Tikkun Services employees will in their dealings with all other Afrika Tikkun Services employees and non-Afrika Tikkun Services employees treat them with respect and aim to work in a fair and open cohesive environment.

Receiving or offering bribes and favours (or any benefit sounding in money other than wages and salary) within the company or involving outsiders will not be allowed.

Searching

In order to avoid suspicion or false allegations and to protect both Employees and the organisation the company reserves the right to search Employees or any items in their possession.

Any searching will be conducted strictly in accordance with the Organisations Security Procedures Manual and will be performed by security Officers who are registered with the Security Industry's Regulatory Authority.

Searching will at all times be conducted taking into account personal and privacy rights including the right to be represented by a fellow Employees. Employees are expected to give full cooperation in the search process and will be required to give written reasons for any refusal to do so.

Conflicts of interest

A conflict of interest can occur when an Employee's personal activities, investments or associations compromises their judgment or ability to act in the company's best interests. Employees should avoid the types of situations that can give rise to conflicts of interest.

It's important for Employees to disclose any relationships, associations or activities that could create actual, potential, or even perceived, conflict of interest to their manager or the Human Resources Department.

General Conduct

Employees are expected to be completely honest in all their dealings with the company. Afrika Tikkun Services Pty Ltd employees will observe the highest principles of ethics, equity, integrity, professional conduct and fair practice in dealing with others and will conduct their business in a manner designed to enhance the operation, image and reputation of the company.

Ethical conduct is not simply compliance with legal requirements but extends to honesty, respect for and equitable treatment of others, integrity and social responsibility. It is conduct that holds up to disclosure and to public scrutiny. Afrika Tikkun Services Pty Ltd employees will act towards other professionals, candidates, clients and others at all times in good faith and ensuring best practice is maintained at all times.

Employees are required to further the interest of the company by carrying out work allocated and specific duties entrusted to them. To this end they shall also diligently carry out lawful instructions of superiors and, in the event of uncertainty or dispute as the validity of such directive, avail themselves of the grievance procedure.

Afrika Tikkun Services employees will work diligently to develop and maintain a best practice level of relevant and current professional knowledge.

Afrika Tikkun Services employees will ensure that they are adequately trained and skilled to undertake their responsibilities in the various company practices.

Sound Labour Relations

Afrika Tikkun Services Pty Ltd employees must comply with all relevant legislation, statutory and non-statutory requirements and official guidance and any future amendments to such requirements during the course of providing their services to others.

Afrika Tikkun Services Pty Ltd employees are expected to at all times observe sound Labour relations.

No employee shall ever participate in any strike action, incite, or further the same unless such action is carried out lawfully and within the ambit of the applicable legislation.

No employee shall during working hours participate in, incite, or further the interest on any political party, or any group or Organisation operating as such with any political aim or objective.

Confidentiality

Employees may not pass on information to any person or Company outside the organization as to the Organisation's systems, methods or any aspect of the Organisation.

The company and its Employees maintain the confidentiality of all proprietary information. Proprietary information includes all non-public information that might be harmful to the company and its customers and business partners if disclosed. Confidential information can include:

- Customer lists
- Supplier lists
- Pricing information
- Terms of contracts
- Company policies and procedures
- Financial statements
- Marketing plans and strategies
- Trade secrets

Any other information that could damage the company or its customers or suppliers if it was disclosed

Remuneration and Engagement

Afrika Tikkun Services will pay promptly and accurately any wages and benefits due in accordance with any agreed terms and legal requirements

Afrika Tikkun Services will not take on assignments that could result in their inability to pay workers.

Afrika Tikkun Services employees must supply work seekers with full details of the work, conditions of employment, nature of the work to be undertaken, rates of pay, method and frequency of payment, and pay arrangements in accordance with requirements of current legislation.

Afrika Tikkun Services employees will ensure that any variation to the engagement can only occur with prior notification and agreement of the worker.

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Social Media

Employees are to follow the guidelines below when making use of Social Media:

- Refrain from posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public.
- If employees find encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers.
- Social media use shouldn't interfere with employee's responsibilities at work. Computer systems are to be used for business purposes only.
- When using computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

Privacy

The company complies with the requirements of the POPI Act. All Employees sign an agreement that contains provisions for information confidentiality and non-disclosure.

The company and its Employees do not disclose any private, personal information of:

- Employees
- Customers
- Suppliers
- Competitors
- Third parties

Employees store all personal information securely, mark it as confidential and store it only for as long as it is needed for the purpose for which it was collected.

When providing personal information, Employees limit access to only those with a clear business need for the information.

Employees are required to report any breaches of privacy, including the loss, theft of or unauthorized access to personal information, to their manager.

Gifts and Entertainment

While gifts and entertainment among business associates can be appropriate ways to strengthen ties and build goodwill, they also have the potential to create the perception that business decisions are influenced by them. The company is committed to winning business only on the merits of its products, services and people and complies with all legal requirements for giving and receiving gifts and entertainment.

Employees are to:

- Use sound judgment and comply with the law, regarding gifts and other benefits
- Never allow gifts, entertainment or other personal benefits to influence decisions or undermine the integrity of business relationships
- Never accept gifts or entertainment that are illegal, immoral or would reflect negatively on the company
- Never accept cash, cash equivalents, stocks or other securities
- Employees may accept occasional unsolicited personal gifts of nominal value such as promotional items and may provide the same to customers and business partners.

When in doubt, Employees should check with the ethics and compliance officer before giving or receiving anything of value.

Record Keeping

All documents, databases, voice messages, mobile device messages, computer documents, files and photos are records.

Employees are required to:

- maintain these records and protect their integrity for as long as required
- maintain official record keeping systems to retain and file records required for business, legal, financial, research or archival purposes
- dispose of your records according to the company's records retention and disposition schedule

Employees should never destroy documents in response to, or in anticipation of, an investigation or audit.

Obligation to Live Organizational Values

Employees are expected to live and uphold ATS values of Honesty & Transparency, Ubuntu, Sustainability & Resilience, Quality & Excellence, Empowerment & Responsible Kindness.

I have read and understood the Afrika Tikkun Code of Conduct and acknowledge that any transgression on my part will subject me to the organisation's disciplinary procedures below which I have also read and understand.

Name & Surname	
ID Number	
Date	Employee's Signature