

1. INTRODUCTION

The purpose of this procedure is to ensure that all OCTOMAR personnel are aware of the Company's Code of Conduct.

The Code of Conduct adopted by the Company is based on respect, trust and fairness. No compliance with this Code of Conduct will result in personnel being moved from the site and / or the Company's disciplinary process being invoked in order to address such an act of miss conduct.

2. RESPONSIBILITY

2.1 EMPLOYEES

It is the responsibility of all OCTOMAR employees and contractors to work within the confines of these procedures.

2.2 HUMAN RESOURCES MANAGER

It is the responsibility of HR Manager to ensure that all employees are aware of this procedure and that they are in compliance with it.

Should they be a breach of this procedure he / She is to take a remedial action to prevent re-occurrence.

2.3 GENERAL MANAGER

It is the responsibility of the OCTOMAR General Manager upon hearing of a breach of the Company's Code of Conduct to ensure remedial action is taken to prevent re-occurrence.

3. GUIDELINES & PRINCIPLES

3.1 EMPLOYEES SHALL

- a. Comply with the various terms and conditions contained in their contracts of employment.
- b. Obey all reasonable and lawful instructions given by the supervisor.
- c. At all time behave in a respectful, sober, ordinary and lawful manner.
- d. Respect the rights of other employees and individuals.
- e. Treat the personnel effects of fellow employees and / or contractors with the necessary care and respect.
- f. Safeguard Clients and Companies equipment's.
- g. Comply with the norms and practices of the country.

3.2 EMPLOYEES SHALL NOT

- a. Verbally or physically assault another employee or any other person.
- b. Use threatening, abusive and absence or racist language.
- c. Remove other employees, clients or Company's property or effects from promises without proper authorization of the owner.
- d. Access the client or company's promises outside the normal working hours without prior permission of the client or Company.
- e. Divulge confidential information of the business to any other person or persons.
- f. Perform any other work for any company or person whilst employed by the Company without the express permission of the Company.
- g. Indulge in activity that may negatively impact on the reputation of the Client or Company.

3.3 THE EMPLOYEES RESERVES THE RIGHT TO

- a. To reach and inspect work stations, lockers, vehicles, bags and packets of employees whilst they are on the premises of the company; all searches will be conducted based on the principals of human dignity and respect for any individual privacy.
- b. Take disciplinary actions based on the Company's Policies and Procedures as it deems fit.

4. THE CODE AS IT RELATES TO THE WORKING ENVIRONMENT

4.1 EMPLOYEES SHALL

- a. Ensure all clients HSE and / or SHE-Q Policies and procedures are followed at all times.
- b. Wear correct personal protection clothing (PPE) at all times / as directed by the responsible Line Manager.
- c. Ensure all accidents to personnel, or damage to the environment, equipment or property, even those of a minor nature, are immediately reported to the employees' superior or to the Safety Representative.
- d. At all times comply with the client or company's drug and alcohol procedure.
- e. Comply with all local, client and company guidelines, standards and / or practices that may apply to the environment in which they work.
- f. Inform his / her line Manager of any prescription substances they are taking.

4.2 EMPLOYEES SHALL NOT

- a. Bring any liquor on to any Client or Company Property, or report or commences with any duties whilst under the influence of liquor.
- b. Bring any drugs or mind-altering substances on to any company or client premises, or report or commence with any duties whilst under the influence of such substances.
- c. Bring a firearm or dangerous weapon on to any company or client premises.

4.3 THE EMPLOYEES RESERVES THE RIGHT TO

- a. Subject any employee who is suspected of being under the influence of liquor or any other mind-altering substances to a verification process.
- b. Test or search employees entering and leaving the premises, or to refuse access to the premises.
- c. Take disciplinary action based on company policies and procedures as it deems fit.

5. ATTENDANCE AND STANDARDS OF WORK & TRAVEL

5.1 EMPLOYEES SHALL

- a. Report for work in accordance with their contract of employment
- b. Report any reason for his / her absence to his / more superior as soon as possible as but no later than the end of the shift or the working day.
- c. Ensure any absence from work is preceded by permission being granted.
- d. When travelling on company business embody and portray the professionalism and high standards of the company.

5.2 THE EMPLOYEES RESERVES THE RIGHT TO

- a. Take disciplinary action based on Company Policies and Procedures as it deems fit.
- b. Hold liable for costs any employee who incurs extra expenses as a result of contravening this code of conduct whilst traveling on company business.