



## **Business Ethics Policy**

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Read with:

Annexure A: Business Conduct and Ethics Guideline

Date: 01 December 2017



THEUNS KRUGER  
MEMBER



STEPHEN WATSON  
MEMBER



## **Business Ethics Policy**

### **1. Introduction**

The ethical performance of an organization is the total of the ethical performance of everyone who works for it. Thus all VIC FILTRATION employees owe our employer a duty of honesty, diligence and integrity. Ethics refers to standards of conduct, which indicate how individually and collectively an organisation should behave based on moral duties and virtues arising from principles about right and wrong.

### **2 Values**

Our reputation is one of our most important assets a maintaining the trust and confidence of all those whom we deal with is a vital responsibility.

We value:

Honesty,  
Diligence,  
Integrity,  
Accountability,  
Teamwork,  
Customer Satisfaction and  
Responsibility

### **3 Policy**

3.1 Compliance with VIC FILTRATION policy on ethical business conduct and behaviour is required of all employees, contract labour, consultants, temporary employees, part-time employees, casual employees, occasional employees and others acting for VIC FILTRATION must also comply with this policy.

3.2 VIC FILTRATION is committed to competing honestly and fairly and we support and comply with all antitrust and fair competition laws in all markets where we do business. Antitrust and fair competition laws vary by country, but all are designed to stop competitors from creating agreements that prevent, restrict or distort the exercise of free competition.

3.3 VIC FILTRATION does not allow conflict of interest practices where an employee has a personal interest that could be seen to have the potential to interfere with his/her objectivity in performing his/her duties or exercising his/her judgement on behalf of VIC FILTRATION. Any such personal interest on the part of an employee, or a member of his/her family, is not permitted unless approved in writing.

3.4 VIC FILTRATION respects and values the cultural diversity of its customers and employees. VIC FILTRATION also respects its employees' personal privacy, but it does expect them to be law-abiding and to conduct their personal affairs like good and responsible citizens, especially where any indiscreet or antisocial behaviour could affect the individual's performance or reflect badly on VIC FILTRATION.

3.5 VIC FILTRATION is committed to achieving environmental, health and safety excellence. The company strives to provide a safe and healthy working environment and to avoid harming the environment and the communities in which it operates.

3.6 VIC FILTRATION resources are meant to serve VIC FILTRATION purposes and we do not tolerate



the use thereof for personal gain, directly or indirectly.

#### 4. Reporting non Compliance and Monitoring

##### 4.1 Reporting non compliance

Employees should report / disclose any actions or activities in contravention with this policy directly to management or alternatively disclosures may be executed through VIC FILTRATION Members Tip-Off Hotline on 083 294 5659 or 076 238 6959 or via e-mail to: [theunsk@vicfiltration.co.za](mailto:theunsk@vicfiltration.co.za)

Anonymity of complaints will be protected.

##### 4.2 Monitoring

VIC FILTRATION monitors ethical performance regularly in order to ensure that corrupt or unethical business practices are eliminated. The Members will monitor the company's activities in light of: relevant legislation, other legal requirements and codes of best practice relating to social and economic development, good corporate citizenship, the environment, the health and public safety, consumer relationships, labour and employment.

#### 5 Business Conduct and Ethics Guideline

The extended ethical and behavioural framework by which we operate is outlined in the **Business Conduct and Ethics Guideline: Annexure A** and it is expected that all employees should sign the acknowledgement thereof. It defines how we should conduct ourselves with integrity, both as team members and as decision makers. Accordingly, this guideline sets overall principles for practice to be adopted throughout VIC FILTRATION.

#### 6 In conclusion

We recognise our obligations to all our employees, customers, suppliers, competitors and the wider community. It is up to all employees to ensure that VIC FILTRATION demonstrate uncompromising integrity and the highest ethical standards in business conduct every day. The Members will champion the Business Ethics Policy.

Sincerely



THEUNS KRUGER  
MEMBER



STEPHEN WATSON  
MEMBER