

## **2 THE COMPANY AND ITS EMPLOYEES** *continued*

### **2.5 FREEDOM OF ASSOCIATION**

All employees have the right to freedom of association and to act out this freedom within the bounds of the law, collective agreements and the rights of others.

Employees and their elected representatives must shoulder the duties and responsibilities that attach to this right.

### **2.6 DISCIPLINARY ACTION**

The company's policies and procedures provide for disciplinary action to be taken under various circumstances.

The primary objective of such action is not to punish such affected employees, but rather to bring them into line with required standards of work behaviour and performance.

It is the duty of the company to ensure that all employees are acquainted with these required standards.

Any disciplinary action must be fair and lawful, both in substance and procedure, and the company is committed to protecting employees against arbitrary action which could lead to their unfair dismissal.

### **2.7 GRIEVANCES**

Employees are encouraged to use the established procedures to alert management to any dissatisfaction or feelings of injustice arising out of their employment.

The company is committed to give due attention to such grievances, and where appropriate, to take all reasonable action to rectify the situation.

## **3 THE COMPANY AND THE ENVIRONMENT**

The company recognises that the environment represents a strategic resource for both current and future generations, and is committed to minimising the impact its operations have on the environment by applying appropriate, cost effective measures to foster environmentally sustainable development.

The company expects all its employees to assist in this regard by both minimising the impact that they have on the environment, and by reporting both existing environmental degradation and any situation which may potentially be environmentally damaging to management.

## **4 THE COMPANY AND ITS SUPPLIERS, CONTRACTORS, CUSTOMERS AND PEERS**

The company recognises that relationships with suppliers, contractors, customers or its peers may give rise to situations where conflicts of interest, real or perceived, may arise.

Directors and employees must ensure that they are independent, and are seen to be independent, from any business organisation having a contractual relationship with the company for the supply or purchase of goods or services.

### **4.1 FINANCIAL INTEREST IN A SUPPLIER OR CUSTOMER**

Employees or their direct family members should not invest in nor acquire a financial interest, directly or indirectly, in any supplier, contractor or customer where this interest could influence, or create the impression or perception of influencing their decisions in the performance of their duties on behalf of the company.

Employees are permitted to make *bona fide* investments. However, should the nature of their work require them to negotiate with any supplier, contractor or customer in whom they or their direct family members have a financial interest, they must disclose the nature and extent of their interest to management, and recuse themselves from any decision making process.