



## **CODE OF CONDUCT AND DECLARATION**

Kinetic Leadership strives to conduct its operations with honesty, integrity, and respect for employees (and clients). It also respects the rights of others within its sphere of influence.

The purpose of this Code is to ensure that our business and its employees behave ethically. This includes avoiding corrupt business activities as well as complying with relevant legislation and standards.

### **1. Compliance with all relevant legislation**

Kinetic Leadership complies with all applicable local, national and international laws and regulations. All company employees or its representatives act ethically in all matters.

### **2. Conflicts of Interest**

Kinetic Leadership must disclose actual or potential conflicts of interest and discuss them with the relevant parties prior to any business relationship is entered into with the party or company.

### **3. Anti-Bribery**

3.1. Kinetic Leadership is prohibited from engaging in any form of bribery, extortion or embezzlement.

3.2. Kinetic Leadership does not engage in corruption which includes, but is not limited to:

3.2.1. Any form of bribery or improper and/or unlawful payment;

3.2.2. Facilitation payments;

3.2.3. Fraud, money laundering or any other illegal activity.

3.3. Kinetic Leadership also follows procedures to prevent bribery in all commercial dealings.

### **4. Gifts and Hospitality**

Gifts, hospitality, or favours to Kinetic Leadership's employees are prohibited if it could potentially create a conflict of interest, influence, or create the appearance of influencing a business decision.

### **5. Anti-Trust, Confidentiality and Competitor Information**

5.1. It is not the intention of Kinetic Leadership to collect and use any competitor information without the proper authorisation and in compliance with all applicable laws and regulations. Similarly, Kinetic Leadership's confidential information must not be



shared with any third party unless permitted by Kinetic Leadership senior management.

5.2. Kinetic Leadership conducts business in compliance with applicable anti-trust and competition laws designed to promote fair and free competition and refrain from entering into prohibited agreements or practices, whether formal or informal, such as price fixing, market sharing, or collusion.

## **6. Safeguarding Information**

6.1. All confidential, proprietary and intellectual property of Kinetic Leadership is protected. Information provided by Kinetic Leadership (or its clients), that is not in the public domain, are deemed confidential and not shared with anyone outside of the company.

6.2. Kinetic Leadership ensures that its own and its clients' information, electronic data, and intellectual property or technology are protected appropriately.

6.3. Unless explicitly authorised, no party may use Kinetic Leadership trademarks, logos, images, or any other materials covered by Kinetic Leadership's copyright.

## **7. Financial Records and Money Laundering**

Kinetic Leadership's books and financial records are completely transparent in the manner in which transactions are performed and recorded. The company does not engage in or support money laundering activities.

## **8. Concerns and Non-retaliation**

8.1. In case of concerns or violations of this Code of Conduct, employees or clients must notify Kinetic Leadership immediately.

8.2. Any reported violation of this Code of Conduct will be reasonably investigated by Kinetic Leadership, and the company will take measures to protect anyone working for Kinetic Leadership from any retaliatory actions.

## **9. Agreed Terms of Employment**

All employees are provided with freely agreed statutory terms of employment. Employees receive legal, contractual, and legal-compliant employment documents.

## **10. Equal and Dignified Conduct**

10.1. Respect and dignity are universal rights, irrespective of one's race, gender, sexual orientation, language, religion, political or other views, national or social origin.

10.2. Human rights are respected, protected, and enhanced at Kinetic Leadership by demonstrating the following behaviour:

10.2.1. Being aware of all forms of unfair discrimination and avoiding it;

10.2.2. Not tolerating behaviour at work that constitutes harassment and inhumane treatment;

10.2.3. Assuring a healthy and safe working environment;

10.2.4. Achieving equality of opportunity for all irrespective of their age, colour, creed, disability, ethnicity, gender, marital or family status, religion, or sexual orientation.

## 11. Reporting on Breaches

11.1. Employees are encouraged to raise concerns without fear of retaliation following actual or suspected violations.

11.2. If an employee is aware of a failure by any Kinetic Leadership employee, or anyone acting on its behalf, to comply with this Policy, the employee should inform Kinetic Leadership's senior management as soon as possible.

11.3. Kinetic Leadership will investigate the raised concern and provide feedback to the relevant parties.

## ACKNOWLEDGEMENT

Acknowledgement of this Code of Conduct and an agreement to abide by the standards set forth herein is a prerequisite in every contract between Kinetic Leadership and its employees.

Date 15 October 2021 .....

Name Dr L A Toerien .....

Title Director of Operations .....

Signature  .....