

# **Afri-inspect**

# Ethics and Anti-Discrimination

Code

## 1. Overview

Afri-inspect is committed to protecting employees, representatives, partners, vendors and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When Afri-inspect addresses issues proactively and uses correct judgment, it will help set us apart from competitors. Afri-inspect will not tolerate any wrongdoing or impropriety at any time. Afri-inspect will take the appropriate measures to act quickly in correcting the issue if the ethical code is broken.

## 2. Purpose

The purpose of this policy is to establish a culture of openness, trust and to emphasize the employee's, representative's, and consumer's expectation to be treated to fair business practices. This policy will serve to guide business behaviour to ensure ethical conduct. Effective ethics is a team effort involving the participation and support of every Afriinspect employee, representative, and associate.

## 3. Scope

This policy applies to employees, representatives, contractors, consultants, temporaries, and other workers at Afri-inspect, including all personnel affiliated with third parties

## 4. Policy

4.1 Executive Commitment to Ethics

4.1.1 Senior leaders and executives within Afri-inspect must set a prime example. In any business practice, honesty and integrity must be top priority for all executives.

4.1.2 Executives must have an open-door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert executives to concerns within the work force.

4.1.3 Executives must disclose any conflict of interests regard their position within Afriinspect.

## 4.2 Employee Commitment to Ethics

4.2.1 Afri-inspect employees and representatives will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.

4.2.2 Every employee and representative needs to apply effort and intelligence in maintaining ethics value.

4.2.3 Employees and representatives must disclose any conflict of interests regarding their position within Afri-inspect

4.2.4 Employees and representatives will help Afri-inspect to increase customer and vendor satisfaction by providing quality products and timely response to inquiries.

4.2.5 Employees and representatives should consider the following questions to themselves when any behaviour is questionable:

- Is the behaviour legal?
- Does the behaviour comply with all appropriate Afri-inspect policies?
- Does the behaviour reflect Afri-inspect values and culture?
- Could the behaviour adversely affect company stakeholders?

• Would you feel personally concerned if the behaviour appeared in a news headline?

• Could the behaviour adversely affect Afri-inspect if all employees or representatives did it?

4.3 Company Awareness

4.3.1 Afri-inspect will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

#### 4.4 Maintaining Ethical Practices

4.4.1 Afri-inspect will reinforce the importance of the integrity message and the tone will start at the top. Every employee, representative, manager, director needs to consistently maintain an ethical stance and support ethical behavior.

4.4.2 Employees and representatives at Afri-inspect should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.

4.4.3 Afri-inspect has established a best practice disclosure committee to make sure the ethical code is delivered to all employees and representatives, and that concerns regarding the code can be addressed.

4.4.4 Employees and representatives are required to recertify their compliance to Ethics Policy on an annual basis.

## 4.5 Unethical Behaviour

4.5.1 Afri-inspect will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.

4.5.2 Afri-inspect will not tolerate harassment or discrimination.

4.5.3 Unauthorized use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated.

4.5.4 Afri-inspect will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.

4.5.5 Afri-inspect employees and representatives will not use corporate assets or business relationships for personal use or gain.

#### 5. Policy Compliance

5.1 Compliance Measurement

The Afri-inspect directors will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback.

## 5.2 Non-Compliance

An employee or representative found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or contract.

## ANTI-DISCRIMINATION

Afri-inspect does not and shall not discriminate on the basis of race, colour, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Afri-inspect is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, colour, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

With all respect to this Code Afri-inspect maintains a Zero Tolerance attitude towards those that break the code.

By signing herewith, I agree to abide by the Code as set out above.

Name :

Date :