

CONFLICT OF INTEREST POLICY

- The Company expects that its employees put the interests of the Company first at all times in matters of business.
- An employee shall not be engaged in any personal business activities which interfere with his or her normal duties and which would be construed by the Chief Executive Officer as a conflict of interest, i.e. not in the Company's interest. For example, technicians working outside of hours.
- All employees shall, prior to engagement with the Company, and from time to time thereafter, declare his or her outside business interests in writing to the Chief Executive Officer, and identify any potential conflicts of interest with the Company's business. This declaration shall be facilitated annually by the Group Manager, Human Resources.
- The Chief Executive Officer shall determine whether or not the continuance of the private business arrangement shall be detrimental to the Company's business and if so he shall direct that the employee cease his or her association and involvement with the said business.
- All employees should not engage in activities, hold property or buy shares which would involve a material conflict of interest and which might inhibit or appear to inhibit impartial business judgement.
- Approval must be sought from the Chief Executive Officer where any appointment, acquisition of property or any business relationship might result in a breach by any employee of this Policy or might expose his or her actions to a risk of challenge.
- The Chief Executive Officer will decide if there is a conflict of interest. If a conflict of interest is found, the employee has the choice of divesting himself or herself of the business interest and showing proof of such, or being exited from service.
- Employees affected by this situation are required to declare interest through a '**Conflict of Interest Disclosure (COID) Form**'. Failure to declare such interests or association will, when discovered, result in termination.
- Employees are not to spend work time on activities of personal business interests. Where found guilty of time theft, the employee will not be paid for such time spent and shall face being exited from the service of the company on the grounds of gross misconduct.

I acknowledge that I have read and understand the above.

Name	
Signature	
Date	

**** Please read, sign and date, and return.**