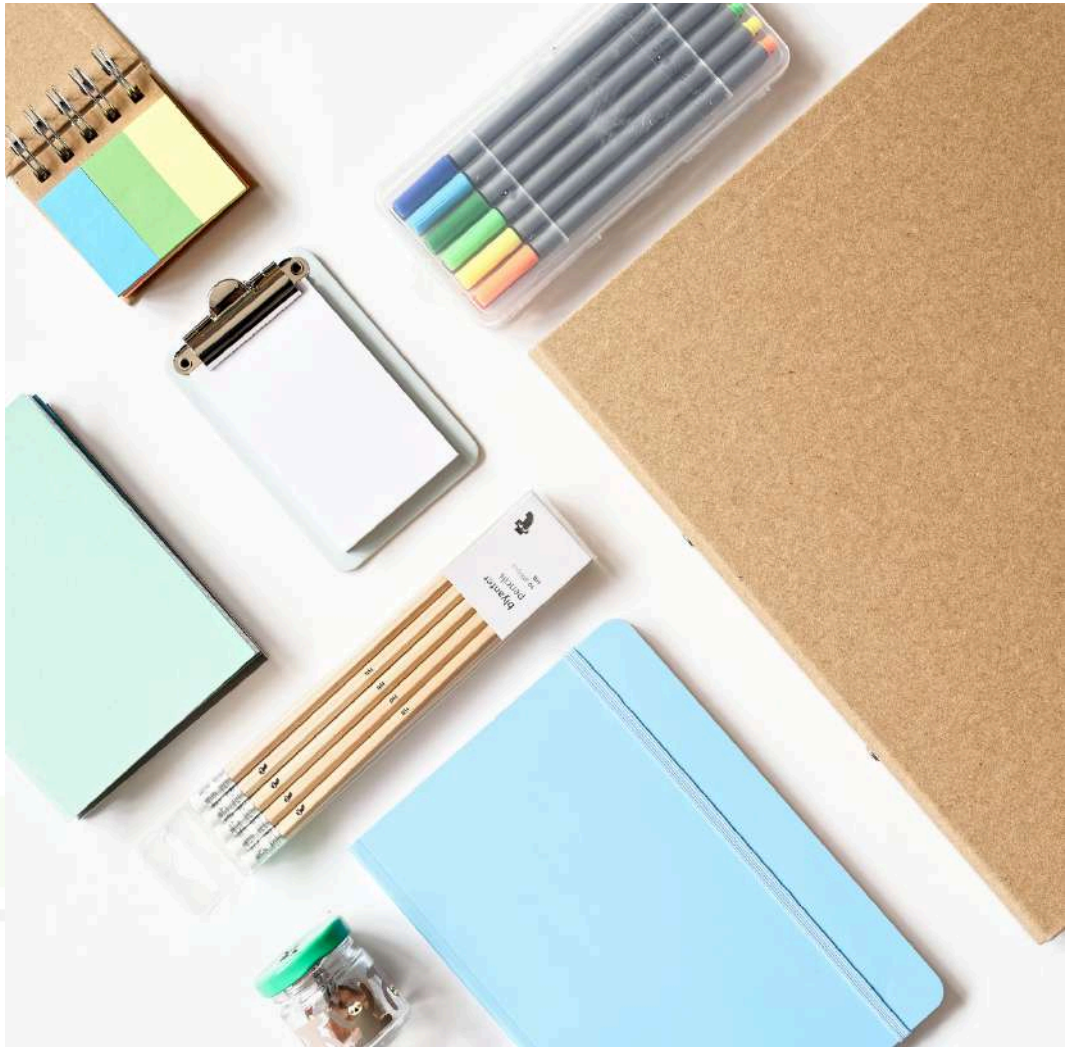


# EMPLOYEE CODE OF CONDUCT 2026



This Code of Ethics embodies the Company's commitment to conduct business in accordance with applicable law and the highest ethical standards, may be revised from time to time.



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151 Commissioner St,  
Johannesburg, 2001

# 01 | CODE OF CONDUCT

## 1.1 ACCOUNTABILITY

It is the responsibility of each employee, consultant and director to carefully read, understand and comply with this Code of Ethics and, as needed, to seek clarification on any point. Individuals who fail to comply with this Code of Ethics, including supervisors who fail to report wrongdoing, may be subject to disciplinary action, including the possibility of dismissal.

## 1.2 CONFIDENTIALITY

We are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past clients, both in terms of normal commercial confidentiality, and the protection of all personal information received in the course of providing the business services concerned. We extend the same standards to all our customers, suppliers and associates.

## 1.3 ETHICS

We always conduct our own services honestly and honourable, Our advice, strategic assistance and the methods imparted through our training, take proper account of ethical considerations, together with the protection and enhancement of the moral position of our clients and employees.

## 1.4 CONFLICT OF INTEREST

Due to the sensitive nature of our particular consultancy services, we will not provide a service to a direct competitor of a client, and we generally try to avoid any dealings with competitor companies even after the cessation of services to a client.

## 1.5 INTELLECTUAL PROPERTY AND MORAL RIGHTS

We retain the moral rights in, and ownership of, all intellectual property that we create unless agreed otherwise in advance with our clients. In return we respect the moral and intellectual copyright vested in our clients' intellectual property



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# 02 | CODE OF CONDUCT

## 1.6 QUALITY ASSURANCE

We maintain the quality of what we do through constant ongoing review with our clients, of all aims, activities, outcomes and the cost-effectiveness of every activity. We encourage regular review meetings and provide regular progress reports. This consultancy has been accredited under a number of quality assurance schemes. Further details are available on request

## 1.7 PROFESSIONAL CONDUCT

We conduct all of our activities professionally and with integrity. We take great care to be completely objective in our judgement and any recommendations that we give, so that issues are never influenced by anything other than the best and proper interests of our clients.

## 1.8 EQUALITY AND DISCRIMINATION

We always strive to be fair and objective in our advice and actions, and we are never influenced in our decisions, actions or recommendations by issues of gender, race, creed, colour, age or personal disability.

## 1.9 DOCUMENTATION

Employee shall maintain documentation necessary to demonstrate compliance with this Code & applicable law and regulation.

## 1.10 PROTECTION INFORMATION

All employees shall protect confidential information, including information, collected for or from a customer to prevent loss, misuse, theft, fraudulent, use, improper access to, disclosure or alteration of this information.



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# 03 | CODE OF CONDUCT

## 1.11 TRAVEL AND OTHER RELATED EXPENSES

Employees who wish to pay travel and other expenses or pay for third party on behalf of the company must receive advanced written approval from the company.

## 1.12 DISCOUNTS AND PRODUCT/ SERVICE PROMOTIONS

**1.12.1 DISCOUNTS:** Should be market driven based on objective business reasons and generally Structured as up front price, reductions or paid rebates on services or products . Discounting arrangements must meet local legal requirements and should be documented in a written contract and signed.

**1.12.2 PROMOTIONS:** Employee should engage only in sales and marketing activities, for the company, products/services appropriate for their local market approved services and products, and comply with all applicable laws and regulations related to the products/ services promotions.

## 1.13 CHARITABLE DONATIONS AND POLITICAL DONATIONS

Employees prohibited from making charitable donations on behalf of the company.

## 1.14 PUBLICITY

Company prohibit the use of publication of its name, logos, images, parts, designs and all non public information in press releases, advertisement material, tender offer, websites, without written consent.

## 1.15 TRAINING AND COMPETENCE

Employees shall have training programs periodically repeatedly and update of their performance.



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# 04 | CODE OF CONDUCT

## 1.16 ANTI CORRUPTION

Corruption, bribery in any form strictly prohibited.

## 1.17 HEALTH AND SAFETY

The Company is committed to taking every reasonable precaution to ensure a safe working environment and good health for all associates. Associates who become aware of circumstances relating to the Company's operations or activities which pose a real or potential health or safety threat, should report the matter as set out in the Contravention of the Code section.

### 1.7.1 SUBSTANCE ABUSE

Associates may never use, sell, transfer, manufacture or possess illegal drugs in the workplace or whilst on Company business. Except in the event of prior management approval, associates may not consume alcohol on the Company premises or whilst on Company business. Associates may not arrive for work under the influence of any illegal drug or alcohol.

## 1.18 MISCONDUCT OFF THE JOB

Associates must avoid conduct off the job that could impair work performance or affect the Company's reputation or business interests. Associates are required to advise their line managers of all criminal arrests or convictions that might impact their ability to perform their job.

## 1.19 COMPANY FUNDS AND ASSETS

The Company has developed internal controls in order to safeguard its assets and imposes strict procedures to prevent fraud and dishonesty. Associates who have access to the Company's funds and assets, in any form, must at all times follow the prescribed policies and procedures for recording, handling and safeguarding these funds and assets. . Associates must ensure that the Company's funds and assets are used only for legitimate Company business purposes.



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# 05 | CODE OF CONDUCT

Associates involved in spending Company funds must take responsibility and use good judgement on the Company's behalf to ensure that appropriate value is received by the Company for such expenditure. If associates become aware of evidence that the Company's funds or assets may have been used in a fraudulent or improper manner, they should immediately and confidentially advise the Company as set out in the Contravention of the Code section Employees must act in the best interests of his or her principal except where it would be unreasonable or improper to do so. party to the transaction and the agent, the agent shall include in such written disclosure an explanation of the nature of the potential conflict.

## 1.20 SALARIES

Salaries plus commission Salaries will be paid last day of the month. Or as agreed.

## 1.21 RAISING CONCERNS

Any employee who wishes to raise a concern may do so by following a chain of command to resolve internal ethics and compliance

## 1.22 TERMINATION OF CONTRACT

Either party can terminate this agreement with four weeks written notice. In the case where an employee is illiterate notice may be given by that employee verbally. Four weeks if employee has been with the Company for more than six months, less than that only a week notice. The Basic Conditions of Employment Act prohibits an employer from deducting any monies from the workers wages without his/her written permission.



# 06 | CODE OF CONDUCT

## 1.23 OTHER ISSUES

There are certain other issues which are not regulated by the Basic Conditions of Employment Act such as probationary periods, right of entry to the employers premises, afternoons off, weekends off and pension schemes, medical aid schemes, training/school fees, funeral benefits and savings account, however the aforementioned may be negotiated between the parties and included in the contract of employment.

## 1.24 PROHIBITION OF EMPLOYMENT

The Basic Conditions of Employment Act prohibits employment of any person under the age of 15 and it is therefore important for an employer to verify the age of the employee by requesting a copy of the identity document or birth certificate.

## 1.25 OTHER CONDITIONS OF EMPLOYMENT

There is no provision, which prevents any other conditions of employment being included in a contract of employment but any provision which sets conditions which are less favourable than those set by the Act, would be invalid. Please note: these guidelines are not meant to be a complete summary of the Basic Conditions of Employment Act and/or legal advice. Should there be any doubt as to rights and/or obligations in terms of the Act or terms of any clause of the suggested Contract of Employment, such queries can be directed to the local office of the Department of Labour, who will gladly assist

## 1.22 ACCEPTANCE OF THIS CODE OF CONDUCT

I,..... (Full Name and Surname) hereby acknowledge that: • I have read, understood and accept the Code; I will adhere to the rules and regulations as contained herein; and • I will, if required, complete an annual declaration form in respect of the matters referred to in this Code. Signed:  
.....On the ..... (Day) of .....  
(Month)..... (Year).