

## Code of Ethics Policy

### 1.0 Scope:

- 1.1 The scope of this Code of Ethics Policy is to describe principles of business conduct and to provide guidance in ethical decision making within NDT South Africa, hereinafter referred to as the Company.

### 2.0 Application and Compliance:

- 2.1 Ethical behavior is an essential part of the services provided by the Company and is a personal responsibility that should be taken very seriously.
- 2.2 This Code applies to all employees, authorised representatives and third party representatives of the Company, all of which are collectively referred to as employees for the purpose of this Code.
- 2.3 Compliance with this Code is mandatory.
- 2.4 Employees who fail to abide by this Code will be subject to disciplinary action, up to and including dismissal or prosecution.

### 3.0 Questionable Activities:

- 3.1 Although questionable activities are not addressed in this Code, the following questions should be asked to decide if an activity should be reported or discussed with management:
- Does it seem right?
  - Is it legal?
  - Do you feel comfortable?
- 3.2 While the Code lays out fundamental principles of ethical conduct, it cannot anticipate every ethical dilemma or situation that may be encountered during daily activities.
- 3.3 If at any time you are unsure about the proper course of action, discuss your concerns with management.

### 4.0 Responsibility to Report:

- 4.1 It is the responsibility of all employees to report to management any known or suspected unethical conduct, which includes any violation of the Code, by other employees.
- 4.2 When an Employee makes a report of unethical conduct they should do so in good faith.
- 4.3 The Company is committed to protecting all employees who report unethical conduct from reprisal as well as offering any necessary support to individuals who make reports.

## **5.0 Conduct When Representing the Company:**

### **5.1 Employees shall:**

- Conduct themselves professionally and with personal integrity, both in and out of the workplace.
- Communicate and negotiate with honesty with all other employees, clients, suppliers, associates and members of the public.

### **6.0 Legal and Social Responsibilities:**

#### **6.1 When conducting any activity on behalf of the Company, employees shall ensure:**

- That all actions are within the bounds of all applicable laws and regulations.
- That all actions are free from suspicion and criticism and have no unfavorable effects on society.

## **7.0 Equity:**

7.1 The Company will not tolerate any form of discrimination or harassment.

7.2 Employees shall respect the rights, culture and dignity of all individuals and adhere to principles of equity and non-discrimination when dealing with other employees, clients, suppliers, associates and members of the public.

## **8.0 Conflict of Interest:**

8.1 A “conflict of interest” arises in a situation where an employee’s personal activities, interests or dealings may actually, potentially or be perceived to:

- Impair their ability to perform duties as an employee of the Company.
- Have a negative impact on the Company reputation.
- Result in a personal gain or advantage due to the position held within the Company.

8.2 Employees must not use their position to influence or bypass the Company procedures for personal gain nor for the personal gain of a family member, friend, colleague or anyone else.

8.3 When an employee is in doubt as to whether or not they are in a conflict of interest situation, disclosure is the best policy.

## **9.0 Professionalism:**

9.1 The Company is committed to supporting a safe, healthy and positive workplace for all Employees.

9.2 Behavior that interferes with an employee’s ability to perform his or her duties will not be tolerated.

9.3 The use or effects of alcohol or illegal drugs are not acceptable in the work environment.

9.4 Responsible alcohol use may be acceptable in very limited circumstances as part of the Company social or business events.

**10.0 Outside activities, Employment and Business Involvement:**

10.1 Employees may take outside employment, volunteer positions or engage in outside business or other activities unless such activities:

- Create a real, potential or perceived conflict with the Company's interests.
- Interfere with the performance of the Employees duties or which adversely affects performance at work.
- Intrude on the time, attention and energies normally applied to Company work.
- Are forbidden by law or involve any unethical or immoral conduct.

**11.0 Other policies:**

11.1 Employees, in addition to this Code of Ethics Policy, shall abide by the following when applicable:

- BINDT CP27 Issue 1 Rev A - Code Of Ethics For PCN Certificate Holders (view using this link)
- Code of Ethics for Members of the American Society for Nondestructive Testing (view using this link)

***End.***