SASRIA SOC LTD-Code of Conduct

DOCUMENT DETAILS	
Document Number	10/3/P
Document Classification	Unrestricted
Approved By	Board
Approval Date	August 2026
Version	
Next Review Cycle	August 2029
Type	Governance
Policy Owner	Executive Manager: Governance
Board Oversight	Social and Ethics Committee and Board

APPROVAL SIGNATURE RECORD	
Name	Dr. Nolwandle Mgoqi
Position	Chairperson of the Boad
Signature	Signed by:Dr. Nolwandle Mgoqi Signed at:2026-10-05 15:27:19 +02:00 Reason:Witnessing Dr. Nolwandle Mgoqi Dr. Nolwandle Mgoqi
Date	05/10/26

1. INTRODUCTION 3
2. SETTING THE TONE AT THE TOP 3
3. PURPOSE 3
4. APPLICABILITY 3
5. STATEMENT OF OUR CORE VALUES 3
6. SASRIA'S STANDARDS FOR CONDUCT 4
6.1 Ethical Decision- making 4
6.2 Build trust in how SASRIA does business 4
6.3 Creating a Culture of Open and Honest Communication 4
6.4 Confidentiality 5
6.5 Health, Safety and Environment 5
6.6 Human rights 5
6.7 Avoiding actual and perceived conflicts of interest 5
6.8 Fair labour practices 6
6.9 Social Responsibility 6
6.10 Diversity and Inclusion 6
6.11 Uphold the Law 7
6.12 Quality customer service and products 7
7. GENERAL 7
8. CONTRAVENTION OF THIS CODE 7

1. INTRODUCTION

This Code of Conduct (**Code**) serves as SASRIA SOC Ltd's (**Sasria**) ethical commitment and as a guide to proper business conduct for all our stakeholders. Sasria is committed to doing business legally, ethically and in a transparent manner.

2. SETTING THE TONE AT THE TOP

Sasria's commitment to ethical behaviour and the solid ethical foundations is one of the most essential components of its operations. Sasria leadership and employees are committed to doing business the right way, based on a culture of ethics and integrity.

Management has the added responsibility for demonstrating, through their actions, the application of this Code. To make this Code work, Management is responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues.

Managers should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. At Sasria, ethics dialogue is promoted to become a natural part of daily work.

3. PURPOSE

This Code affirms the Boards commitment to ensuring effective leadership of ethics by setting the tone at the top. It further affirms Sasria's belief in responsible ethical behaviour from all employees. It creates an understanding of how Sasria expects its employees to behave and maintain a high standard of conduct and work performance to make sure that the business maintains an excellent reputation with customers and service providers.

4. APPLICABILITY

This Code is binding on all permanent and temporary Sasria employees including Directors, and all service providers. All Sasria employees are expected to adhere to this Code in their conduct, and to treat everyone with respect, honesty and fairness. In the interpretation of this Code, a zero-tolerance approach to unethical behaviour, fraud and corruption will be taken.
This Code must be read together with all Sasria organisational policies, and more specifically, the Corporate Governance Policy, Ethics Management Policy, Conflict of Interest Management Policy, Fraud Prevention and Whistle Blowing Policy, Health and Safety Policy, Conditions of Employment Policy and the Employee Relations Policy and Procedure.

5. STATEMENT OF OUR CORE VALUES

The values form the foundation which guides and inspires Sasria in every aspect of all business dealings, irrespective of the business involved and are as follows.

a) **Fairness**-Responding to the need for accountability, we practise fairness by treating all our stakeholders impartially.

b) **Ethics-**Adopting high standards of open communication, transparency, and honesty.
c) **Service Excellence**-Combining decades of knowledge and experience with data and tailored experiences to create superior output.
d) **Collaboration**-Working with a diverse pool of networks to ensure a strong and quality outcome of service delivery.
e) **Innovation-**Using creativity and cost-effective technology to come up with new solutions.

6. SASRIA'S STANDARDS FOR CONDUCT

6.1 Ethical Decision- making

Ethical conduct is a value-driven decision-making approach. The key questions listed below can help to identify situations that may be unethical, inappropriate or illegal:

- Is what I am doing right, and / or legal?
- Does it reflect our company values and ethics?
- Does it comply with the Code and company procedures/policies/where applicable?
- Does it respect the rights of others?
- How would it look if it made the news headlines?

6.2 Build trust in how SASRIA does business

Trust begins with treating each other with care, courtesy, dignity, fairness and respect. The quality and impact of the work is critical.

Sasria does not engage in bribery or corrupt practices whether directly or indirectly through third parties. This is vital to maintaining the trust of colleagues, clients and other stakeholders.

Sasria's contracts, Request for Quotations (RFQ), and Request for Proposals (RFP) documents should contain reference to ethics and / or anti-corruption clauses.

Sasria avoids actions that create the perception of bribery or corruption, and does not solicit, accept, offer, promise or pay bribes, including facilitating payments.

Employees are encouraged to address issues with their line managers or the Human Capital (HC) Business Partner, as most problems can be resolved swiftly and as close to their point of origin as possible. If for any reason that is not possible or if an employee is not comfortable raising the issue with his or her manager or HC, the line Executive Manager and the Chief Executive Officer operate with an open-door policy.

6.3 Creating a Culture of Open and Honest Communication

Employees should:

- Feel comfortable to speak their mind, particularly with respect to ethics concerns.
- Be receptive to both positive feedback and negative (but constructive) criticism.
- Take ownership and accountability for decisions made and own up when a mistake is made.

Management and leadership have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions.

6.4 Confidentiality

Sasria will compete fairly in its chosen markets and will not resort to dishonest tactics in order to gain advantage over the competitors and stakeholders. This will include avoiding improper methods to gain access to the confidential information of the competitors or its stakeholders. Employees should not:

- Discuss confidential information regarding Sasria.
- Copy or keep any confidential information belonging to Sasria for personal use or advantage.
- Share internal Sasria documents with others outside of Sasria and without valid contractual or legal cause or without prior authorisation of the line manager.

6.5 Health, Safety and Environment

Sasria will always strive to create a stimulating and safe working environment that is underpinned by respect for the rights of individuals and that is free of prejudice in all its forms. Sasria will stamp out abusive behaviours such as Sexual Harassment, Gender Discrimination and Racial Discrimination whenever these are encountered.

6.6 Human rights

Sasria is committed to:

- Respect human dignity and rights of each individual and service providers, clients and communities whom Sasria interacts with during the course of work.
- Treating everybody with dignity, respect and care and uphold human rights.

6.7 Avoiding actual and perceived conflicts of interest

Sasria will always maintain strict professional relationships with suppliers of goods and services and will specifically not engage in any activity or accept gifts, favours or hospitality that may compromise the ability to deal with suppliers objectively and without special favour.

Employees will always perform their responsibilities professionally, honestly and in a way that serves legitimate business interests of our stakeholders. This will include avoiding conflicts of interests, not engaging in theft of company property, utilizing company assets for legitimate business purposes only and protecting confidential information.

Employees must avoid any relationship or activity that might impair, or even appear to impair, Sasria employees' ability to make objective and fair decisions when performing their jobs. At times, there may be situations where the business actions taken on behalf of Sasria may conflict with personal or family interests of the employee. Where there is actual or potential conflict, the employee must disclose and communicate in writing to the Ethics Officer, any ownership interests or relationships with the third party which may create a conflict-of-interest situation where the employee's judgment or objectivity may be compromised.

Employees owe a duty of good faith to Sasria to advance its legitimate interests when the opportunity to do so arises. Sasria's property or information must not be used for personal gain or personally taken for any opportunity that is discovered through the employees' position within the Company.

6.8 Fair labour practices

Sasria:

- Is committed to the adoption of fair labour practices in the workplace and promoting workplace equity.
- Prohibits all forms of unfair discrimination and does not tolerate inhumane treatment of employees nor behaviour which is tantamount to any form of harassment in the workplace and recognises the right of employees to freedom of association.

All employees must act with integrity and treat colleagues and others with full respect. All employees must familiarise themselves with the Harassment Policy and Procedure which provides a process for identification and prevention of harassment in the workplace.

6.9 Social Responsibility

Sasria will always act as a compassionate and responsible Corporate Citizen in keeping with King V principles that is in touch with the issues facing the communities in which it operates. Sasria will be particularly committed to participating effectively in social upliftment initiatives, proactively advancing the outcomes of Broad Based Black Economic Empowerment and demonstrating sensitivity to the impact that its activities and trading partners activities have on the natural environment.

Sasria will also assist in improving the lives of individuals and communities in South Africa through investing in the youth and their education. Sasria shall further conduct business in a socially responsible manner in line with the Corporate Social Investment Policy and shall consider appropriateness of our social investment.

6.10 Diversity and Inclusion

Sasria:

- Is inclusive and values the diversity of its workforce as a competitive advantage that it nurtures and expands.
- Respects diversity and recognises that the diverse background is the strength of the organisation and makes its employees better as a team.
- Ensures equal opportunities and eradicates discriminatory practises.

Sasria does not discriminate, consciously or unconsciously based on:

- Age, gender or sexual orientation.
- Health status or disabilities.
- Language or nationality.
- Race, ethnicity, religion or culture, and
- Other.

All employees must familiarise themselves with the Employment Equity Policy and Procedure which provides guidance on unfair discrimination among others.

6.11 Uphold the Law

Sasria will always abide by the spirit and the letter of the law in the way that it conducts its business. Sasria will not tolerate involvement in any illegal and unethical conduct whatsoever, examples of which but not limited to include bribery, extortion, insider trading and tax evasion.

Further, each Sasria employee must understand the Company policies, laws, rules and regulations that apply to the specific roles. If unsure of whether a contemplated action is permitted by law or Company policy, the employee should seek advice from their line manager or Human Capital Business Partners. All employees are responsible for preventing violations of law and for speaking up if they see possible violations.

6.12 Quality customer service and products

Sasria ensures quality customer service and product performance by delivering on its promises through professionalism, good customer service and optimal product performance. Sasria acts and maintains a high standard of care.

Sasria will always act in the best interests of its customers paying particular regard to their expectations of product quality, product safety, competitive pricing and advertising that is not false or misleading.

7. GENERAL

While this Code provides general guidance and minimum expectations regarding conduct, no code or policy can ever cover every conceivable circumstance the employee may face. In everything Sasria Employees are expected to listen to and act upon their conscience and help build and maintain their reputation and that of Sasria.

The Employee Relations Policy and Procedure inform Management of the relationship between the organisation, employees and groups of employees within the working environment.

It further contains a non-exhaustive list of possible workplace offences, which employees must familiarise themselves with.

8. CONTRAVENTION OF THIS CODE

Non-adherence with this code will be appropriately dealt with in line with the Human Capital Policies.