	Integrated Management System	ISO 9001:2015 Clause 5.1
	Code Of Conduct	
Identification No	AG/HRM/PR/024	Revision Number: 00
Date of Issue	01/09/2020	Revision Date:

1.0 Purpose

- The purpose of this Code of Conduct (“The Code”) is to provide employees with guidance on the standards of behavior expected of them in performing their duties of employment and in their dealings with fellow employees and stakeholders.
- The Code provides a general framework of principles to be adopted by employees with respect to their conduct while working at Alistair. The Code is not intended to address specific situations that may arise with respect to what is acceptable and unacceptable behavior.

2.0 Policy Statement


- The standards of conduct required to be met under the Code exist alongside the standards of behavior and performance required of employees under their contract of employment, company policies, industrial and any other ethical or professional code of conduct that may bind an employee/stakeholder of the company.

3.0 Scope


- This policy applies to all employees and stakeholders.

4.0 Policy




- **Forced Labor:** There shall not be any use of forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise.
- **Child Labor:** No person shall be employed at an age younger than 18 or younger than the age for completing compulsory education in the country of operation where such age is higher than 18.
- **Harassment Abuse and Violence:** Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.
- **Non Discrimination:** No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, marital status, or social or ethnic origin.

	Integrated Management System	ISO 9001:2015 Clause 5.1
	Code Of Conduct	
Identification No	AG/HRM/PR/024	Revision Number: 00
Date of Issue	01/09/2020	Revision Date:

- Health and Safety:** Alistair shall provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation and employer facilities. The employer shall take a proactive approach to health and safety by including policies, systems and training designed to help prevent accidents, injuries and protect worker health.
- Freedom of Association and Collective Bargaining:** All employees must be free to join organizations of their own choice. Alistair shall recognize and respect the right of employees to freedom of association and collective bargaining as per local laws.
- Wages and Benefits:** Alistair shall recognize that wages are essential to meeting employees' basic needs. Alistair shall pay employees at least the minimum wage required by local law. Alistair shall provide mandated benefits as directed by the laws of the country of operation.
- Hours of Work:** Except in extraordinary business circumstances, employees shall not be required to work more than 45 hours per week or the limits on regular and overtime hours allowed by the law of the country of operation. Except in extraordinary circumstances, employees shall be entitled to at least one day of rest in every 7-day period.
- Overtime Compensation:** In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at such premium rate as is legally required.
- Quality:** Quality is the result of clarity, capable and well integrated systems, and good communication. To achieve this, Alistair will have a clearly documented quality system and quality improvement plan.
- Substance Abuse Alcohol and Drug Abuse:** Alistair strictly prohibits alcohol and drugs abuse. All substance abuse related cases shall be dealt with in terms of the standard disciplinary code. In determining whether an employee may have used alcohol and/or drugs, clinical observations shall be considered along with on-site alcohol and/or drug screening tests.

	Integrated Management System	ISO 9001:2015 Clause 5.1
	Code Of Conduct	
Identification No	AG/HRM/PR/024	Revision Number: 00
Date of Issue	01/09/2020	Revision Date:

5.0 Authorisation and Review

DOCUMENT AUTHORISATION		
Document Author	Document Reviewed By	Document Approved By
Yona Nyaguda	Anton Eppel	Alistair James
HR lead	Head of HR	Managing Director
01/09/2020	01/09/2020	01/09/2020
		

REVISION HISTORY				
Rev. No.	Date	Revision By	Reason	Details