

SANBS Code of Ethics



At SANBS we are committed to conduct ourselves in accordance with the Code of Ethics that provides guidelines to employees for their actions and serves as a declaration of the highest standards of ethics and integrity, in line with our **THREAD values**.

1. We Expect in Our People

- 1.1 Integrity and honesty to guide their daily actions.
- 1.2 Due diligence and proficiency in all business activities.
- 1.3 Compliance to all legal and regulatory requirements.
- 1.4 Prohibition from soliciting or accepting anything of value including gifts, entertainment, or other favors from any supplier or other stakeholder of SANBS unless such acceptance is disclosed.
- 1.5 Acceptance of staff gifts only as a tool of trade and a celebration of a specific achievement.

2. We want Employees to ensure we are a Customer Focused Organization

- 2.1 Provide the highest standard of service to stakeholders and maintain a helpful and cooperative attitude towards them.
- 2.2 Respect and protect the privacy and confidentiality of our stakeholders, and not disclose any information about SANBS or our stakeholders unless such disclosure is compelled by law or regulatory authorities.

3. We Promote Transparency and Expect Employees to Manage Conflicts of Interest

- 3.1 Ensure that our personal interests do not conflict with our duties within SANBS.
- 3.2 Maintain factual and complete records to promote the highest degree of integrity.
- 3.3 Obtain the necessary approvals before publicly representing self or submitting work for publication.

4. We Want Employees to Protect & Manage SANBS's Assets

- 4.1 Employees are responsible for safeguarding SANBS physical assets and intellectual property, and must report any fraud or theft of such property immediately.

5. We Are an Equal Opportunity Employer and Promote Equality & Meritocracy

- 5.1 We treat all our employees, stakeholders, suppliers and others with respect and dignity and value their individual differences.
- 5.2 SANBS shall not tolerate any act of discrimination against any person on the basis of race, religion, colour, gender, age, marital status, national/ethnic origin, sexual orientation, citizenship or disability.

6. We Are Committed Towards Creating & Maintaining a Safe Work Place

- 6.1 SANBS has zero tolerance of any form of abuse against any employee or property.
- 6.2 SANBS fosters well-being and health of its employees and prohibits the use of illicit substances.
- 6.3 SANBS staff shall at all times obey all health and safety rules.

7. Observance of Code

- 7.1 It is the duty and responsibility of each employee to understand and adhere to the principles provided in this Code and any violation will be addressed as per the relevant policy.

