



AJLeRoux CC Corporate Code of Conduct

This guide to the AJleRoux CC Corporate Code of Conduct should be read in conjunction with your letter of appointment. AJleRoux CC may, at its discretion, remove from, add to or alter the contents of this document, in which case you will be given notice of the changes. If you do not understand the contents, please feel free to ask.

INDEX

- 1. Summary**
- 2. Grievance Procedure**
- 3. Disciplinary Procedure**
- 4. Equal Opportunities Policy**
- 5. Harassment Policy**
- 6. Health and Safety**
- 7. Drugs and Alcohol Policy**
- 8. Smoking Policy**
- 9. Telephone Policy**
- 10. Email and Internet Policy**
- 11. Software Policy**
- 12. Network Security Policy**

1. Summary

The goal of this document is to, on an ongoing basis, define and redefine the rules, policies and procedures of AJleRoux CC in order to create an exceptional work environment. This is not a one-way, mumbo-jumbo, management to employees communication. Employees are invited to take part in molding this document on an ongoing basis in order to create a work environment where we can all be safe and happy.

2. Grievance Procedure

Any grievance should be raised with the director of AJleRoux CC, who will investigate your grievance and reach a decision.

3. Disciplinary Procedure

The Disciplinary Policy sets out guidelines as to the action that will usually be taken in the event that company rules are breached. These guidelines are not binding. The company may begin the procedure at any of the stages set out below and the company may omit any or all of the stages as it deems necessary. For example, a serious offense may well call for the process to begin with a final warning while gross misconduct will typically lead to summary dismissal.

3.1 The procedure

STAGE 1: Oral Warning

If your conduct or performance is unsatisfactory, you will be given a formal oral warning, a note of which will be placed on your file.

STAGE 2: First Written Warning

If the offence is more serious or if a minor offence is repeated, a first written warning will be issued. The first written warning will include the reason for the warning and a note that, if the situation is not remedied within one month, a final written warning will be given.

STAGE 3: Final Written Warning

If there is no improvement one month after the first written warning or if the company deems the offense very serious, a final written warning will be issued, making it clear that failure to improve or recurrence of the offence may result in dismissal.

STAGE 4: Dismissal

If there is no satisfactory improvement, you are likely to be dismissed on notice, at the discretion of the company.

3.2 Gross Misconduct

The company defines gross misconduct as any action by an employee that, in the opinion of company management, is potentially harmful to the company or its employees.

Gross misconduct will include the following. The list is not exhaustive:

- (1) Dishonesty
- (2) Abusive language
- (3) Drunkenness or drug abuse
- (4) Breach of confidence
- (5) Commission of a criminal offence
- (6) The discussion or repetition of the company's or its clients' business, practices, procedures or confidential information
- (7) Dangerous or willful breach of safety regulations
- (8) Aggravated or repeated misconduct of a minor nature
- (9) Any behavior that the company views as prejudicial to its interests
- (10) Misuse of company property, including misuse of computers, email and Internet
- (11) Sexual harassment
- (12) Unlawful discrimination of any kind
- (13) Any unauthorized absence from work
- (14) The use of unlicensed ("pirate") software on company computers

3.3 Summary Dismissal

If you are guilty of gross misconduct, the company may at its discretion serve you with a written notice of summary dismissal without compensation

Summary dismissal means:

- (1) That your services are terminated with immediate effect,
- (2) that the company is under no obligation to serve you with an oral or written warning,
- (3) that the company is under no obligation to give you advance notice of dismissal and
- (4) that the company is under no obligation to pay you any compensation apart from your normal salary, calculated according to the number of days worked.

3.4 Suspension

The company may suspend you on full pay in order to carry out a disciplinary investigation.

4. Equal Opportunities Policy

AJleRoux CC is an equal opportunities employer that does not discriminate on the basis of race, color, ethnic or national origin, gender, marital status or disability.

All members of staff are responsible for upholding this policy.

Any member of staff who feels unlawfully discriminated against may lodge a grievance according to the company grievance policy. Grievances received regarding discrimination will be considered serious and dealt with in a confidential and sensitive manner.

5. Harassment Policy

The company believes in and supports the right of every employee to work in an environment where their personal dignity is respected and that is free of harassment. Harassment is a disciplinary offense and may, in serious cases, lead to summary dismissal.

Harassment will include the following. The list is not exhaustive:

- (1) Physical contact of a sexual nature.
- (2) Unwanted physical contact of any nature.
- (3) Unwanted sexual advances or pressure.
- (4) Ridicule or teasing of a sexual nature.
- (5) Offensive comments regarding appearance or dress.
- (6) Use of slang names for persons belonging to a group (for instance racial remarks).

6. Health and Safety

AJleRoux CC is committed to providing a work environment that, as far as reasonably practical, does not present health or safety risks to employees. It is the responsibility of each employee to bring any health or safety risks to the attention of management.

7. Drugs and Alcohol Policy

The use of alcohol without consent and the use of controlled drugs on the company premises are not allowed. It is a serious disciplinary offence to be intoxicated while on the premises or while in contact with clients. If your work appears to be affected by the use of alcohol or controlled drugs, the company will investigate further and take the necessary disciplinary steps that it deems necessary.

8. Smoking Policy

Smoking is allowed in designated areas. The smoking policy and designated areas will be determined by management in consultation with all employees and will aim to, as far as possible, accommodate smokers as well as non-smokers.

9. Telephone Policy

Private telephone calls should be kept to a sensible minimum. The company reserves the right to remove telephone privileges or deduct telephone charges from an employee's salary if it deems it necessary.

10. Email and Internet Policy

Personal email use should be kept to a sensible minimum. Personal Internet use is, as a rule, not permitted. There are some exceptions to this rule discussed under 10.2.

10.1 Email Policy

1. Never contact clients directly unless it forms part of your job description or you have been authorized to do so.
2. Never use email to transmit information that is sensitive to you or to the company.
3. Always log off your PC when you are not at your desk and change your password regularly. The company will assume in the first instance that emails sent from your computer were sent by you.

4. Personal use of email should be restricted to non-working hours, which includes lunch.
5. Your company email address is strictly for business use only. Personal emails should be sent and received using an alternative email address, such as a free web email account.
6. Keep in mind that the company has the ability and the authority to intercept and read all incoming and all outgoing email on its network. Email that the employee considers private or confidential should not be downloaded to or sent from your company computer.

10.2 Internet Policy

1. Personal Internet use is allowed during lunch, provided that it is used responsibly. Irresponsible use includes but is not limited to using the Internet to download executable files, screensavers, games, pornography, movies etc.
 2. Any material that poses a reasonable threat of virus infection should be avoided.
 3. Large downloads (such as executable files, movies, games etc.) places unnecessary strain on bandwidth and is not allowed unless work related. All work related downloads in excess of 100 MB must first be approved by management.
 4. Always log off your PC when you are not at your desk and change your password regularly. The company will assume in the first instance that Internet sites accessed from your PC were accessed by you.
 5. Browsing pornography or illegal material is not allowed.
 6. Keep in mind that the company has the ability and the authority to monitor Internet use.
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11. Software Policy

The company will under no circumstances authorize or tolerate the use of unlicensed or so-called "pirate" software. Employees are not allowed to install software that requires a license unless the company is in possession of the necessary license documentation. It is the responsibility of each employee to, prior to installing any software, determine if a license is required and if so, to determine if the company is in possession of the necessary license.

This also applies where the software is the property of the employee. If a license is required for the installation, the license documentation must be presented to the company for safe keeping until such time as the software is uninstalled.

The company will under no circumstances tolerate copied disks on the premises. This includes image files of disks stored on company computers. Employees may not use company computers to search for, download or store pirate software, cracks, serial numbers or any other material related to the unlawful use of software.

The use of unlicensed software is a serious disciplinary offence.

12. Network Security Policy

Each company computer with Internet access must at all times have anti-virus and firewall software installed. Employees may under no circumstances uninstall, disable or alter either the anti-virus software or the firewall. Each employee must, as far as possible, ensure that their anti-virus software and firewall are kept up to date and kept running at all times.

I have read this document, I understand the contents and I have received a copy for my reference.

Dated _____

As witness _____

Full names of witness:

Full physical address:

As witness _____

Full names of witness:

Full physical address: