

AFRICAN SUN ENERGY

Corporate Policy Handbook

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Approved By: Executive Management

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1. Introduction

AfricanSun Energy is committed to conducting business with integrity, professionalism, and responsibility. This Policy Handbook establishes the principles and standards that guide the behaviour of all employees, management, contractors, and partners of the company.

The purpose of this handbook is to:

- Promote ethical business practices
- Ensure compliance with laws and regulations
- Protect employees and stakeholders
- Support sustainable development and responsible energy solutions
- Maintain transparency and accountability in all operations

All employees are expected to read, understand, and comply with these policies.

2. Scope

This handbook applies to:

- All employees of African Sun Energy
- Directors and management
- Contractors and consultants
- Temporary staff
- Business partners acting on behalf of the company

Failure to comply with these policies may result in disciplinary action.

3. Company Values

AfricanSun Energy operates according to the following core values:

Integrity

We conduct business honestly and transparently.

Accountability

We take responsibility for our actions and commitments.

Sustainability

We support environmental protection and clean energy solutions.

Innovation

We continuously improve renewable energy solutions for our communities.

Respect

Wetreatcolleagues, customers, and partners with fairness and dignity.

4. Code of Ethics and Conduct

Employees must maintain the highest standards of professional behaviour.

Employees are expected to:

- Act honestly and ethically in all dealings
- Comply with all applicable laws and regulations
- Avoid behaviour that could damage the company's reputation
- Respect colleagues and clients
- Protect confidential company information
- Use company resources responsibly

Unacceptable behaviour includes:

- Fraud or dishonesty
- Harassment or discrimination
- Misuse of company property
- Breach of confidentiality
- Violating company policies

5. Anti-Corruption and Anti-Bribery Policy

African Sun Energy maintains a zero-tolerance approach to bribery and corruption.

Employees and representatives must not:

- Offer or accept bribes
- Provide improper financial incentives
- Accept kickbacks from suppliers or partners
- Engage in facilitation payments

Business decisions must always be based on merit, transparency, and fairness.

Gifts and hospitality must be:

- Reasonable
- Not intended to influence decisions
- Approved where required by management

Any suspected corruption must be reported immediately.



6. Modern Slavery and Human Rights Policy

AfricanSun Energy is committedtoprotectinghumanrightsandpreventingmodernslavery.

The company strictly prohibits:

- Forced labour
- Human trafficking
- Child labour
- Exploitative employment practices

The company will:

- Comply with labour laws
- Provide fair wages and working conditions
- Ensure employees work voluntarily
- Promote ethical labour practices within its supply chain

Suppliersandcontractorsmust alsocomplywith thesestandards.

7. Gender Equality and Workplace Inclusion Policy

AfricanSun Energypromotes equalopportunityanddiversityintheworkplace.

The company is committed to:

- Equal employment opportunities
- Equal pay for equal work
- Fair recruitment and promotion practices
- Encouraging women in engineering, technical, and leadership roles

Discrimination based on gender, race, religion, disability, age, or nationality is strictly prohibited.

Harassment orworkplaceintimidationwillnotbetolerated.

8. Occupational Health and Safety Policy

Thesafetyandwell-being ofemployeesisatoppriority.

African Sun Energy will:



- Provide safe working environments
- Ensure safety procedures are followed at project sites
- Provide appropriate personal protective equipment (PPE)
- Conduct safety training and awareness programs

Employees must:

- Follow all safety procedures
- Use protective equipment when required
- Report hazards immediately
- Participate in safety training

All accidents or incidents must be reported promptly.

9. Environmental Sustainability Policy

As a renewable energy company, African Sun Energy is committed to environmental stewardship.

The company will:

- Promote clean energy solutions
- Reduce environmental impacts of its operations
- Support responsible waste management
- Encourage sustainable practices in all projects

Employees and contractors must comply with environmental regulations and minimize environmental harm during installations and operations.

10. Conflict of Interest Policy

Employees must avoid situations where personal interests interfere with professional responsibilities.

Examples of conflicts of interest include:

- Personal financial interests in suppliers or competitors
- Accepting gifts that influence business decisions
- Outside employment that interferes with work responsibilities

Employees must disclose potential conflicts to management immediately.

11. Data Protection and Confidentiality Policy

Employees must protect company and client information.

Confidential information includes:

- Business strategies
- Financial data
- Customer information

Project designs and engineering plans

Employees must not:

- Share confidential information without authorization
- Use company data for personal benefit
- Access information unrelated to their duties

Any data breach must be reported immediately.

12. Procurement and Supplier Ethics Policy

African Sun Energy is committed to fair and transparent procurement processes.

Procurement decisions must be based on:

- Quality
- Cost effectiveness
- Supplier reliability
- Ethical business practices

Suppliers must comply with:

- Labour laws
- Environmental standards
- Anti-corruption requirements

The company reserves the right to review supplier compliance.

13. Whistleblower Protection Policy

Employees are encouraged to report unethical or illegal behaviour. Issues that can be reported include:

- Corruption or bribery
 - Fraud
 - Harassment
 - Safety violations
 - Environmental misconduct
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Reports will be treated confidentially.

African Sun Energy prohibits retaliation against anyone who raises concerns in good faith.

14. Use of Company Assets

Employees must use company resources responsibly.

Company assets include:

- Equipment
- Vehicles
- Computers and systems
- Company funds

Assets must only be used for legitimate business purposes.

Misuse of company property may result in disciplinary action.

15. Compliance and Disciplinary Action

Employees are expected to comply with all policies in this handbook.

Violations may result in:

- Verbal warning
- Written warning
- Suspension
- Termination of employment
- Legal action where applicable

Management will investigate any reported violations fairly and confidentially.

16. Policy Review

This handbook will be reviewed periodically to ensure alignment with:

- Legal requirements
- Industry best practices
- Company operational needs

Updates will be communicated to all employees.

