

AFRICAN SUN ENERGY
ETHICS & COMPLIANCE POLICY MANUAL
Professional Edition
Integrity • Compliance • Accountability • Sustainability

CONTACT INFO

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ETHICS & COMPLIANCE POLICY MANUAL

1. Purpose

African Sun Energy ("ASE") is committed to conducting business ethically, responsibly, and in compliance with all applicable laws and regulations. This manual outlines the standards of conduct expected of all employees, directors, contractors, consultants, and business partners.

2. Scope

This policy applies to everyone representing African Sun Energy across all operations, projects, offices, and countries in which the company operates.

3. Our Core Values

African Sun Energy is guided by the following values:

- Integrity
- Safety
- Respect
- Accountability
- Innovation
- Sustainability
- Excellence
- Collaboration

Every employee is expected to uphold these values in all business activities.

4. Anti-Harassment Policy

African Sun Energy maintains a workplace free from harassment, bullying, intimidation, and victimisation.

Harassment of any kind including verbal, physical, sexual, psychological, or online harassment is strictly prohibited.

Employees are encouraged to report incidents confidentially. Reports will be investigated promptly, fairly, and without retaliation.

Violations may result in disciplinary action, including dismissal.

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5. Health & Safety Policy

The safety of our employees, contractors, visitors, and communities is our highest priority.

African Sun Energy is committed to:

1. Providing a safe working environment.
2. Complying with occupational health and safety laws.
3. Identifying and managing workplace risks.
4. Providing appropriate PPE and safety training.
5. Reporting and investigating incidents.
6. Promoting a strong safety culture.

Every employee has the responsibility to work safely and immediately report hazards or unsafe practices.

6. Anti-Discrimination & Equal Opportunity Policy

African Sun Energy is committed to equal opportunity and fair treatment.

Employment decisions are based solely on merit, qualifications, performance, and business needs.

Discrimination based on race, gender, age, disability, religion, nationality, marital status, or any other protected characteristic will not be tolerated.

The company promotes diversity, inclusion, and respect for all individuals.

7. Ethics in Our Business Activities

African Sun Energy conducts business honestly, fairly, and transparently.

Employees must:

1. Act with integrity.
2. Protect company assets.
3. Maintain accurate records.
4. Respect customers and suppliers.
5. Comply with applicable laws.
6. Avoid unethical behaviour.

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The company's reputation depends on ethical conduct at every level.

8. Conflicts of Interest Policy

Employees must avoid situations where personal interests conflict with the interests of African Sun Energy.

Potential conflicts include:

1. Financial interests in suppliers or competitors.
2. Outside employment affecting performance.
3. Family relationships influencing business decisions.
4. Personal gain from company opportunities.

Any actual or perceived conflict must be disclosed immediately.

9. Anti-Corruption Policy

African Sun Energy has zero tolerance for corruption.

Employees may not:

1. Offer improper payments.
2. Facilitate unlawful transactions.
3. Conceal financial information.
4. Abuse authority for personal benefit.

All business transactions must be transparent, properly authorised, and accurately recorded.

10. Anti-Bribery Policy

Bribery in any form is prohibited.

Employees must never offer, request, accept, or authorise anything of value to improperly influence a business decision.

This applies to:

1. Government officials
2. Customers
3. Suppliers

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4. Contractors
5. Business partners

Violations may result in termination and legal action.

11. Political Activity Policy

African Sun Energy remains politically neutral.

Employees may participate in political activities in their personal capacity but must not:

1. Represent the company.
2. Use company resources.
3. Imply company endorsement.
4. Engage in political campaigning during working hours.

Any political donations made by the company require Board approval and must comply with applicable laws.

12. Business Gifts & Hospitality Policy

Business gifts and hospitality must be modest, reasonable, transparent, and infrequent.

Employees must never:

1. Accept gifts that influence business decisions.
2. Request gifts or personal favours.
3. Give gifts that could be perceived as bribes.

Any significant gift or hospitality must be declared according to company procedures.

13. Intellectual Property Policy

African Sun Energy's intellectual property including designs, software, reports, technical information, trademarks, business processes, and confidential information is a valuable business asset.

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Employees must:

1. Protect confidential information.
2. Respect third-party intellectual property rights.
3. Use company information only for authorised purposes.
4. Return company property upon leaving employment.

Unauthorised disclosure or misuse of intellectual property is prohibited.

14. Reporting Concerns

Employees are encouraged to report:

1. Safety concerns
2. Harassment
3. Fraud
4. Corruption
5. Discrimination
6. Ethical misconduct
7. Policy violations

Reports may be made through supervisors, Human Resources, or designated compliance channels.

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

15. Compliance

All employees are responsible for understanding and complying with this manual.

Failure to comply may result in:

1. Counselling
2. Written warnings
3. Suspension
4. Termination of employment
5. Civil or criminal proceedings where applicable

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