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By: M. Burger

CODE OF CONDUCT AND ETHICS

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**CCE/TSD/001**

At Technical Systems Design (TSD) we expect that all our Employees, Officers, Managers and Directors will treat each other, our Customers, and our Vendors with goodwill, trust, and respect.

As a Company, we value honesty, high ethical standards and compliance with laws, rules and regulations.

The following provides guidance on the application of these principles:

**1 Compliance with laws, rules and regulations Accounting Requirements:**

Follow the accepted rules and controls set out by the South African Companies act 71 of 2008, SARS, and the Johannesburg Chambers of Commers and our company auditors INTEGRITAS.

**2 Equal Employment Opportunity and Discrimination Laws:**

It continues to be the practice of the Company to employ positive business and personnel practices designed to ensure the full realization of equal employment opportunity. Further, we expect all Employees to accomplish their work in a business-like manner with a concern for the well-being of their co-workers. Harassment of any Employee by any other Employee is prohibited, regardless of their working relationship. Any employee who experiences harassment should bring it to the attention of his/her Supervisor or Manager. If the Employee is not satisfied that the matter has been appropriately addressed, the Employee should feel free to contact the Managing Director of Technical Systems Design, Mr. Michael Burger.

**The Managing Director of TSD adopts an open-door policy to all Staff, Vendors, and Clients**

**3 Antitrust:**

We do not discuss our prices with our competitors. We do not enter into illegal agreements or engage in illegal practices in restraint of trade. For additional information on antitrust laws, contact the Managing Director.

**4 Anti-Corruption:**

Our Managers, Directors, Employees and agents are expected to comply with all South African and foreign laws while conducting business and are encouraged to report any corruption directly to the authorities or the Managing Director.

**5 Health and safety**

The Company seeks to provide a clean, safe and healthy place to work. All employees are expected to observe all safety rules and practices and to follow instructions concerning safe work practices.

**6 Record keeping and reporting of information**

All records and reported information must be accurate, complete, honest and timely.

**7 Conflicts of interest**

Every Employee, Manager and Director, is expected to make decisions in the best interest of the Company and not for personal gain. A conflict of interest can arise when an employee, officer or director takes action or has a personal interest that may make it difficult to perform his or her work for the Company objectively and effectively. This may include outside business interests, outside employment, outside investments business relationships with friends or relatives that could cause a conflict of interest. Employees, officers and directors should report potential conflicts of interest and are prohibited from taking for themselves personally opportunities that are discovered or may be available through the use of the Company's property, information or position. Employees are prohibited from accepting meals, entertainment, travel, gratuities, merchandise or promotional material that could influence objectivity in making business decisions. Employees are generally prohibited from accepting any such item worth more than R100, -. Certain business events may require an employee's participation in excess of this amount. These must be approved by a manager.

**8 Fair dealing**

Employees, Managers and Directors should endeavour to deal fairly with the Company's customers and suppliers and each other. No one should take unfair advantage of anyone else through manipulation or misrepresentation of material facts.

**9 Quality**

Products that meet our quality standards are essential to our success. Everyone in the Company is responsible for product quality and must be committed to ensuring the effectiveness of the Quality Management System. For more information on the Company's Quality Principles, please see your supervisor

**10. Protection and proper use of Company assets**

All Employees, Managers and Directors should protect the Company's assets and ensure their efficient use.

**11. Confidentiality**

Employees, Managers and Directors should maintain the confidentiality of information entrusted to them by the Company, its customers, and its vendors and suppliers, except when disclosure is authorized or legally mandated.

**Confidential information includes all non-public information.**

**12. Encouraging the reporting of any illegal or unethical behaviour**

The Company encourages employees to talk to Supervisors, Managers or other appropriate personnel when in doubt about the best course of action in a particular and report violations of laws, rules, regulations or the Code of Business Conduct and Ethics to the Managing Director.



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Michael Burger

Managing Director