



# Code of Conduct Policy

(Policy Ref. No. UG-G-1000-HR-0002, Rev.3, 03/09/2018)

## 1. Purpose

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The purpose of a Code of Conduct is to develop and maintain a standard of conduct that is acceptable to the company, its vendors, customer's and other employees. This Code of Conduct includes behavior guidelines that are consistent with company policies and standards and reflect how the company perceives its image. It also serves to remind the employee of what is expected of them, and that their actions, appearance, conduct and demeanor will affect the company and their career.

## 2. Scope

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This Code of Conduct applies to all employees of Unique Group and its subsidiaries.

## 3. Definitions

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For this document, the following definitions and abbreviations will apply:

**Group**, refers to the entirety of Unique Group

**Company**, or **Companies**, refers to any subsidiary company or group company of Unique Group

**Code**, refers to Unique Group's Code of Conduct Policy

## 4. Requirements

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The Code of Conduct demonstrates Unique Group's commitment to act with integrity in everything we do. We are each individually responsible for living the Code every day.

### Unique Group's Code of Conduct

We live by our Values

Safety is our top Priority

We Respect the Law

We have Zero Tolerance towards verbal and physical abuse

We Respect and Value Diversity

We do not accept or give bribe

We take care of owner's assets and resources

We continuously seek to give back to community

We maintain highest standards of professional behaviour

We deliver on our promises

We have a Voice

Please refer to the extended policies on the above-mentioned Codes of Conduct, on Companies Group Share Point or website [www.uniquegroup.com](http://www.uniquegroup.com)



## We live by our Values

People  
Excellence  
Effectiveness  
Innovation  
Growth

## Safety is our Top Priority

“Everyone must be aware of risks and take steps to reduce them. Our goal is zero accidents”.

Safety, Health and Environment Safety are one of Unique Groups top priorities. We strive to provide a safe working environment for our employees, our contractors and all who come into contact with Unique Group. We do this by controlling the risks inherent in all our Operations and providing training to safeguard our people.

## We Respect the Law

“We comply with professional standards, laws and regulations”.

We conduct ourselves in an ethical and lawful manner at all times. From time to time we carry out random testing, and anyone suspected of being under the influence of drugs or alcohol may be dismissed from the site immediately. We operate a zero-tolerance policy on drugs and alcohol.

## We have Zero Tolerance towards Verbal and Physical abuse

“We ensure that our workplace is free from harassment and any undesirable behavior that has the purpose or effect of creating an offensive or hostile work environment”.

We strive to treat everyone fairly, with courtesy and respect. Retaliation, whether actual or threatened, is a serious disciplinary matter and will not be tolerated.

## We Respect and Value Diversity

“We respect people for who they are. We are humble, open minded and care about people around us”.

We are proud of the diversity of our people. We foster a culture of respect throughout our business.

## We do not accept or give Bribe

“We conduct business with integrity. Our business success rests on the excellence of our services and products. Bribery and other corrupt actions are strictly prohibited”.

We do not accept gifts, money, personal loans, entertainment or any form of special treatment, which may imply to influence business decisions. This applies equally to all parties acting on behalf of Unique Group.



## **We Take care of owners Assets and resources**

“We protect company property and resources and use financial and physical assets wisely”.

Assets includes our trademarks, brands, logos, copyrights, inventions, patents and trade secrets. We never allow any third party to use our trademarks, trade Secrets or other intellectual property without proper authorization and a license agreement. As a company employee, any work we create, in whole or in part,

in connection with our duties using company time, resources or information, belongs to Unique Group. Information technology systems are a key component of our business operation and are provided for authorized business purposes. We reserve the right to monitor, record, disclose, audit, and delete without prior notice the nature and content of any employee’s activity using our company’s email, phone, voicemail, internet and other systems, to the extent permitted by local law.

## **We continuously seek to give back to community**

“We are committed to serve the community where we live and work. We are strong and Responsible community Partners”.

We support and encourage the personal contribution of each employee and operate to continuously improve following areas – *“Go Green, Stay Safe and Think Time”*.

## **We maintain highest standards of professional behavior**

“We treat each other with respect, fairness, and sensitivity. We show courtesy and consideration towards all”.

We adhere to professional standards and are responsible for adding value to Unique Group and contributing to the success of this organization. We accept professional responsibility for our individual decisions and actions. We are also advocates for Unique Group by engaging in activities that enhance its credibility and value

## **We deliver on our promise**

“We do what we say. Each one of us is accountable for our decisions, Actions and commitments”

We say what we mean and do what we say and thus we build confidence. To enhance our capabilities, we run with our strengths, keep ourselves relevant by continuously upgrading our knowledge and defining our goals. We know results matter and we take responsibility for our results, we expect ourselves to win and we finish strong.

## **We have a Voice**

“We encourage everyone affiliated with Unique Group, to Speak Up if they have concerns about unethical behavior or activity”.

We prohibit from taking retribution against anyone for reporting or supplying information about an ethical business conduct concern. If we feel this has happened, we ensure immediate action against the concern person or party. Our policy ‘Whistle blowing’ promotes deterring wrongdoing, promoting transparency and good governance.



## Closing Thoughts

We Thank you for taking the time to read our Code of Conduct and commit to living our values.

At work we do face difficulties in making decisions, when that happens, we use these Codes of Conduct and extended company Policies to guide us in making the right choice. Each Year all *Uniquers*, including Business Owners acknowledge that they have read and understood the Code of conduct.

Our actions shape our company and its future. We take our Code to heart and commit to safety and winning with Integrity.

## 5. Owner

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- CEO

## 6. Custodian

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- Group Director HR

## 7. References

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- Quality, Health and Safety Environmental Policy
- Whistleblowing Policy
- Diversion and Inclusion Policy
- Harassment Policy
- Anti-Corruption and Bribery Policy