# Renfold

**Code of Ethics** 

# Renfold Ltd. Code of Ethics

### 1.Integrity and Honesty

Renfold Ltd expects all employees to act with integrity and honesty in all business dealings. This includes being truthful, transparent, and ethical in their actions and communications.

### 2. Respect and Fairness

Renfold Ltd is committed to creating a work environment where all individuals are treated with respect and fairness. Discrimination, harassment, or any form of unfair treatment based on race, gender, age, religion, sexual orientation, or any other characteristic is strictly prohibited.

### 3. Compliance with Laws and Regulations

Renfold Ltd requires all employees to comply with all applicable laws, regulations, and company policies. This includes but is not limited to laws related to labour, environmental protection, anti-corruption, and competition.

# 4. Confidentiality and Privacy

Employees must respect the confidentiality of company information and customer data. They should not disclose confidential information to unauthorized individuals or use it for personal gain. Additionally, employees must respect the privacy rights of colleagues, customers, and other stakeholders.

### 5. Conflict of Interest

Employees must avoid situations where their personal interest's conflict with the interests of Renfold Ltd. If a conflict of interest arises, employees should disclose it to their supervisor or the appropriate authority and take appropriate steps to resolve or mitigate the conflict.

### 6. Protection of Company Assets

Employees have a responsibility to protect and responsibly use company assets, including physical assets, intellectual property, and proprietary information. Theft, misuse, or unauthorised access to company assets is strictly prohibited.

### 7. Environmental Responsibility

Renfold Ltd is committed to minimising its environmental impact and promoting sustainability. Employees should strive to conserve resources, reduce waste, and adopt environmentally friendly practices in their work.

### 8. Social Responsibility

Renfold Ltd recognises its responsibility to contribute positively to society. Employees are encouraged to participate in volunteer activities, support charitable initiatives, and engage with the community in meaningful ways.

## 9. Reporting Violations

Employees are encouraged to report any violations of this Code of Ethics or any unethical behaviour they observe. Renfold Ltd will protect whistleblowers from retaliation and investigate all reports of misconduct promptly and impartially.

# 10. Continuous Improvement

Renfold Ltd is committed to continuously improving its ethical standards and business practices. Employees are encouraged to provide feedback, suggest improvements, and participate in ethics training and awareness programs.

# 11. Compliance and Enforcement

Violations of this Code of Ethics may result in disciplinary action, up to and including termination of employment. Renfold Ltd reserves the right to take appropriate measures to enforce compliance with this Code and uphold its ethical standards.