



# **HYVEC PARTNERS LTD**

Construction Company

Hyvec Partners Ltd (HPL) Code of Ethics which is aligned with the Hyvec Group philosophy establishes principles and guidelines for employee behavior as well as decision making. The tenets of the Code of Ethics are as set out below.

**1. Integrity:**

- a. Embracing honesty, fairness and transparency in all business dealings and communications.
- b. By establishing a clear demarcation between different hierarchy HPL promotes transparency at all levels
- c. Avoid conflicts of interest and disclose any potential conflicts to appropriate parties.
- d. Ensure that all decisions and actions are free from improper influence or bias.

**2. Respect: Treating all individuals with fairness and dignity, regardless of grades/positions.**

- a. HPL promotes equity in all spheres of its business environment and with all stakeholders.
- b. Dignity: The rights of employees are valued and treated in an ethical manner. They are protected from bullying, harassment, or any forms of disciplinary action deemed overly harsh or degrading, and their right to privacy is respected
- c. Discrimination: Employees are treated with respect and fairness and, regardless of their status, are free from all forms of discrimination, including discrimination based on nationality, gender, ethnicity, social and legal status, race, religion, or any other protected status. Promote a culture of inclusiveness and diversity.

**3. Security: The security and wellness of our employees remains a top priority.**

- a. Safety is *sin qua non* Provision of protective equipment and continuous training makes workers smarter and more capable of keeping themselves safe. We do not compromise when it comes to the safety of our employees.



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4. **Accountability:** Taking responsibility for one's actions and decisions.
  - a. Team communication helps build the responsibility of each employee for their respective entities.
  - b. Well-defined roles and responsibilities avoid split responsibilities
  - c. Standard Operation Procedures (SOPs) create a framework that encourages accountability at every level of the entity.
  - d. Committed to continuous improvement and ethical decision-making in all professional endeavours.
  
5. **Compliance:** Adhering to laws, regulations, and company policies.
  - a. HPL ensures that all legal and regulatory obligations and internal policies are embedded in its procedures/practices
  - b. Foster a culture of ethical behaviour that promotes compliance and reduces risk.
  - c. Report any illegal or unethical behavior to appropriate authorities or internal channels.
  
6. **Confidentiality:** Protecting sensitive information and respecting privacy rights.
  - a. HPL uses password protected devices with 2 levels of control to access information system.
  - b. Adhere to applicable laws and guidelines governing data protection and information security.
  - c. Refrain from using confidential information for personal gain or unauthorized purposes.
  
7. **Conflict of Interest:** Avoiding situations where personal interests could conflict with professional responsibilities or organizational goals.

Company interest/goals.

Director/manager interested in a transaction should declare their interest and stay away from decision making process

Director/manager should refrain from self-dealings



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8. **Corporate Citizenship:** Contributing positively to the community and minimizing environmental impact.
  - a. HPL contributes to the community through creation of employment sponsorships and donations
  - b. HPL reviews its processes continuously to adapt to green building concept and energy efficient equipment/system.
  
9. **Enforcement:** Untoward behaviour is not tolerated
  - a. Violations of this Code of Ethics may result in disciplinary action, up to and including termination or legal consequences.
  - b. Clear reporting mechanisms for ethical concerns and that those who report in good faith are protected from retaliation.

HPL's codes of ethics are designed to foster a positive corporate culture, build trust with stakeholders, and guide employees in making ethical choices. This is achieved and reinforced through training programs, regular reviews, and leadership commitment to ethical behavior.

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