



**CODE OF CONDUCT**

Policy Owner:	Botle Buhle Brands (Pty) Ltd		
Effective Date:	8 <sup>TH</sup> October 2023		
Version:	Version 1		
Authorised by:	CEO		08/10/2023
		Signature	Date
Note:	Botle Buhle Brands (Pty) Ltd reserves the right to amend the contents of this policy as and when required. The policy currently in effect will apply to all employees regardless of the policy that applied at the time of employment.		

**1. Scope/objective of the policy**

- 1.1. The purpose of the Code of Conduct is to provide guidelines to Employees in terms of desirable behaviour whilst in the employment of Botle Buhle Brands (Pty) Ltd, hereafter referred to as Botle Buhle Brands.
- 1.2. It is the responsibility of the management of Botle Buhle Brands to demonstrate the company's values and set an example of positive behaviour in the workplace.

**2. Definitions**

N/A

**3. Legal principles**

The following legislation is applicable to this policy:

- 3.1 Basic Conditions of Employment Act, Act 75 of 1997
- 3.2 Labour Relations Act, Act 66 of 1995
- 3.3 Employment Equity Act, Act 55 of 1998



#### 4. Policy & Practice

4.1 Employees are further expected to adhere to the following values that are specific to Botle Buhle Brands:

- 4.1.1 **Collaboration** (we always encourage and empower each other by working together).
- 4.1.2 **Transparency** (we are always open, trustworthy, and honest).
- 4.1.3 **Accountability** (we always take responsibility and accountability for our actions).
- 4.1.4 **Hard working** (we always give our best as we know the deep purpose we need to fulfil).
- 4.1.5 **Growing** (we strive to be empowered and to empower others).
- 4.1.6 **Respect** (we are always respectful, considerate, kind, and caring).

4.2 At Botle Buhle Brands we:

- 4.2.1 Care about your success.
- 4.2.2 Want you to live your best life.
- 4.2.3 Value community and commitment.
- 4.2.4 Believe that challenges breed success.
- 4.2.5 Never compromise in quality.
- 4.2.6 Believe in making a lasting impact on many generations.
- 4.2.7 Believe in giving people the ability to earn an income and in so doing, build our country.

4.3 Employees are expected to:

- 4.3.1 Comply with the various policies and procedures of Botle Buhle Brands.
- 4.3.2 Behave in an appropriate manner.
- 4.3.3 Treat Botle Buhle Brands' property with care and respect and not use such property for anyone's own benefit.
- 4.3.4 Perform their duties to the standards required by Botle Buhle Brands.
- 4.3.5 Respect co-workers; colleagues, clients, associates, and service providers;

Code of Conduct	Page 2 of 5	Version 1
-----------------	-------------	-----------

- 4.3.6 Dress in an appropriate manner and adhere to regulations relating to protective or prescribed clothing.
- 4.3.7 Take responsible care for the resources of Bottle Buhle Brands:
- Assume responsibility for the best deployment and use of human, natural and financial resources of Bottle Buhle Brands.
  - Seek the efficient and effective use of assets and avoid waste.
  - Minimize risk and harm to the organisation.
  - Be conscientious and scrupulous in the performance of duty.
  - Co-operate to achieve what is best for the community.
  - Be open and accountable for decisions and actions and consult with those affected where possible.
- 4.3.8 Act with honesty and integrity:
- Employees are expected to always act in good faith and in the best interests of Bottle Buhle Brands. Misleading practices for personal gain will not be tolerated.
  - The resources and facilities of Bottle Buhle Brands will be used for business purposes and not for private or improper use.
- 4.3.9 Value and maintain professionalism:
- Professional conduct is of utmost importance to foster and preserve the reputation of Bottle Buhle Brands. Professional conduct is required in all interactions with stakeholders.
  - Ethical standards and the highest quality of work in all dealings with clients and role players are of the utmost importance.
- 4.3.10 Strive to be good corporate citizens:
- It is expected that Employees strive to be good corporate citizens and that they recognize the interests of the community and the people affected by the decisions that are taken.
  - The rights of future generations and the natural resources available will be always considered.

- The impact of the actions of Botle Buhle Brands on the community will always be considered.

4.4 Ensure optimal performance of duties. Employees should:

- 4.4.4 Strive to achieve the objectives of his or her institution cost-effectively and in Botle Buhle Brands' interest.
- 4.4.5 Be creative in thought and in the execution of his or her duties, seek innovative ways to solve problems and enhance effectiveness and efficiency within the context of the law.
- 4.4.6 Be punctual in the execution of his or her duties.
- 4.4.7 Executes his or her duties in a professional and competent manner.
- 4.4.8 Not engage in any transaction or action that conflicts with or infringes on the execution of his or her official duties.
- 4.4.9 Recuse himself or herself from any official action or decision-making process which may result in improper personal gain, and this should be properly declared by the employee.  
accepts the responsibility to avail himself or herself of ongoing training and self-development throughout his or her career.
- 4.4.10 Be honest and accountable in dealing with public funds and uses Botle Buhle Brands' property and other resources effectively, efficiently, and only for authorised official purposes.
- 4.4.11 Promote sound, efficient, effective, transparent, and accountable administration.
- 4.4.12 Report to the appropriate authorities, fraud, corruption, nepotism, mal-administration, and any other act which constitutes an offence, or which is prejudicial to Botle Buhle Brands' interest.
- 4.4.13 Give honest and impartial advice, based on all available relevant information, to higher authority when asked for assistance of this kind; and
- 4.4.14 Honour the confidentiality of matters, documents, and discussions, classified or implied as being confidential or secret.



**5. Procedure**

N/A

**6. Related policies and procedures**

6.1 Disciplinary Policy

6.2 Workplace Bullying and Harassment Policy

**7. Related documents**

N/A