

## CODE OF CONDUCT

---

Latlong Internationals growth and long-term viability is based on its values guiding the company through all activities and projects:

- |                    |               |
|--------------------|---------------|
| 1) Passion & pride | 4) Integrity  |
| 2) Respect         | 5) Discipline |
| 3) Environment     | 6) Excellence |

This Code of Conduct describes how these values are applied in Latlongs daily work and new projects. They serve as the company's moral compass thus ensuring that Latlong security services meet and exceed each client's expectations.

Our values and standards apply to each employee and managers at all levels, to consultants, agents, contractors and suppliers, to ensure our security services are of the finest quality.

### I. PASSION & PRIDE

#### **Service delivery**

Service level and quality are non-negotiable for employees and stakeholders. Service is executed with passion and a drive to ensure customer satisfaction. This standard ensures that Latlong International remains a preferred security service supplier.

### II. RESPECT

#### **Health & safety**

Latlong applies the no harm principle. We commit to the goal that each employee must be able to get to work and return home safely. Work place safety is part of every site evaluation before deployment (and regularly after). It is considered in the site instructions to ensure that health and safety standards are followed. Employees must not possess / consume / be under the influence of alcohol or drugs whilst working. Latlong expects all shareholders to respect health and safety standards.

#### **Employment**

Latlong does not discriminate race, gender, nationality, ethnic origin, religion, age, sexual orientation or any other status. Recruitment is solely based on our and our customers' requirements and the capabilities of each individual applicant. Labour laws are respected and applied. Local candidates are preferably selected for open positions. Only if no applicant meets the requirements, an expatriate might be considered for the position. No expatriate staff is employed without required work permit. All employees are treated with respect and dignity.

### **Human Rights**

Latlong adheres to the requirements of the International Code of Conduct Association (ICoCA) for private security companies. We support our clients and partners in the implementation of the Voluntary Principles on Security and Human Rights. Human rights are respected.

### **Social responsibility**

One of Latlong's objectives is social uplifting through the creation of jobs in our area of operation. We aim to improve local social standards offering decent salaries, medical care to employees and their legal dependants as well as training programs to increase employment opportunities. We are working closely with local authorities to build community acceptance and recognition of Latlong's role in the region: open, honest and constructive relationships between Latlong and the host community is what we aim for!

## **III. Environment**

Latlong acknowledges that in order to support recycling ethics and to minimize environmental impact, Latlong purchases recycled content and environmentally preferred products unless such products do not perform satisfactorily and / or are unreasonably expensive. Employees can make a difference in favor of environmental quality. We support the recycling hierarchy of reduce-reuse-recycle through minimizing the creation of waste, reusing materials, recycling materials that cannot be source-reduced, and purchasing recycled content and environmentally preferred products.

## **IV. INTEGRITY**

### **Conflict of interest**

Employees and stakeholders must not place themselves in a position that may become a risk of conflict between their and the company's interest. Whenever an employee or stakeholder finds himself / herself in a position of (potential) conflict of interest, he / she must immediately disclose the risk in writing to his / her direct superior and Latlong's general director.

### **Bribery & corruption, gifts**

Our basic corporate responsibility is to obey the letter and spirit of all laws. Business ethics and national customs differ and employees will inevitably face situations where some form of gift, gratuity or payment will be expected or sought.

Every Latlong member has a responsibility to establish and maintain a high standard of ethical business conduct in compliance with anti-corruption policies, laws, and this Code of Conduct.

Gifts or favours of more than token nature may not be accepted on any occasion from any supplier, customer, sub-contractor or competitor of the company or from any other person or corporation having a business relationship with the company, unless with the prior written consent of the company.

### **Confidential information**

Employees have the legal obligation to keep company (and all related) information confidential, not to make use of or disclose any to a third party. This responsibility exists and is valid during an actual employment contract and any period thereafter.

Confidential information do include - but are not limited to - technical know-how (data, systems, methods, software, processes), client and supplier lists, business affairs, marketing or financial information, trade secrets or confidential information of third parties having shared information under conditions of confidentiality.

Employees need to obtain the company's written consent to give lectures, speak at public meetings or publish articles about the company's affairs or any matter which may affect the company - whether technical, commercial, manufacturing or otherwise.

## **V. DISCIPLINE**

### **Equal Opportunities**

All employees and candidates irrespective of gender or race have the same opportunity to employment and promotion. Cognisance must be taken of specific national legislation where employment equity is regulated to a certain extent. Latlong does understand that local cultures might have an influence on workplace decisions. Latlong is committed to creating and complying to lawful human resources policies and procedures. We don't tolerate unlawful discrimination.

### **Harassment**

Latlong employees, suppliers, and clients are treated with respect. We don't tolerate offensive speech or action towards any individual or group of people. Employees should be sensitive to actions / behaviour that is acceptable in one culture, but not another. If you feel harassed, speak to the person to stop his actions / speech and inform your superior or use Latlong's grievance mechanisms.

### **Substance Abuse**

Latlong strives to ensure that workplaces are free of any (illegal) substance abuse. Employees are prohibited to be at their workplace if they are impaired by alcohol or (illegal) drug use / abuse and in general, to be in possession of alcohol or illegal drugs. Employees can be searched for proccession of alcohol, (illegal) drugs or other illegal consumable / goods.

## **VI. EXCELLENCE**

Latlong subscribes to the ISO 9001:2000 quality management system. Employees are quality driven; the customer must receive the best return on investment.

Potential Latlong staff is rigorously selected before employment. Psychometric testing ensures the engagement of the right person for the right job – even more important in the high risk area Latlong is operating in. Security personnel is trained before deployment and induction is executed – as well as the site instruction signed – to ensure high quality work performance from day one.

The employees are Latlong's biggest asset!