

# ATNS CODE OF CONDUCT 2013 - 2014

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## THE CODE

This code of conduct sets out the standards of behaviour expected from all ATNS employees. All members of staff, contractors, sub-contractors, secondees, temporary staff and voluntary workers are bound by this Code.

The Code provides a quick reference guide' however, it does not replace the relevant Policies and Procedures. It is important that you familiarise yourself with all Policies and Procedures applicable to your role.

Failure to follow the Code may result in breaches of law, regulation, ATNS Standards and reputational damage. It may also lead to disciplinary action, which could lead to your dismissal.

## 1. PREAMBLE

- 1.1 ATNS and its employees must, at all times, comply with all applicable laws and regulations. ATNS will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. ATNS does not permit any activity that fails to stand the closest possible public scrutiny.
- 1.2 ATNS subscribes to a set of defined values that shape the culture of the organisation. This Code is designed to entrench these values, which are:
  - accountability;
  - safety and customer service;
  - continuous improvement and innovation;
  - employee engagement and development;
  - fairness and consistency; and
  - open and effective communication.
- 1.3 All business conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing ATNS's operations.
- 1.4 Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor/manager, who, if necessary, should seek appropriate legal advice.

## 2. STATEMENT OF INTENT

### 2.1 General Employer/Employee Conduct

- 2.1.1 ATNS expects its employees to conduct themselves in a businesslike manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job or in any official capacity.
- 2.1.2 Employees must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.
- 2.1.3 No person shall discriminate against any other person based on race, gender or disability.

- 2.1.4 ATNS must support and respect the protection of internationally proclaimed human rights. ATNS must ensure that its operations are consistent with the legal principles applicable in South Africa by undertaking a due diligence to identify, prevent and mitigate negative human rights impacts.
- 2.1.5 ATNS and its employees must ensure that they are not complicit in human rights abuses. This is achieved through a systematic management approach to human rights, by exercising due diligence.
- 2.1.6 ATNS recognizes the concept of freedom of association and consequently agrees that no employee will be prejudiced in his employment with ATNS in any way by virtue of his membership to a Union or legitimate activities on behalf of the Union.
- 2.1.7 ATNS and its employees must, at all times, uphold the elimination of all forms of forced and compulsory labour. Labour should be freely given and employees should be free to leave in accordance with established rules.
- 2.1.8 ATNS and its employees must, at all times, uphold the effective abolition of child labour. All employees/bursars are to be over the age of 18.
- 2.1.9 ATNS and its employees must eliminate discrimination in respect of employment and occupation. Employees will be selected on the basis of their ability to do the job and no distinction, exclusion or preference will be made on any other grounds.
- 2.1.10 ATNS and its employees must support a precautionary approach to environmental challenges through a systematic application of risk assessment, risk management and risk communication.
- 2.1.11 ATNS and its employees must undertake initiatives to promote greater environmental responsibility by ensuring that ATNS activities do not cause harm to the environment.
- 2.1.12 ATNS encourages the development and diffusion of environmentally friendly technologies.
- 2.1.13 ATNS must at all times, work against corruption in all its forms, including extortion and bribery.

## **2.2 Conflict of Interest**

- 2.2.1 ATNS expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of ATNS. Employees must not use their positions or the knowledge gained as a result of their positions for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may result in a conflict of interest with their employer, they should immediately communicate all the facts to their supervisor/manager.

## **2.3 Outside Activities, Employment, and Directorships**

2.3.1 All employees share a serious responsibility for ATNS's good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to ATNS and is encouraged. Employees must, however, avoid acquiring any business interest or participating in any other activity outside ATNS that would appear to:

2.3.1.1 create an excessive demand upon their time and attention, thus depriving ATNS of their best efforts on the job; and

2.3.1.2 create a conflict of interest - an obligation, interest, or distraction - that may interfere with the independent exercise of judgment in ATNS's best interests.

## **2.4 Relationships with Clients and Suppliers**

2.4.1 Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organisation that has a contractual relationship with ATNS, or that provides goods or services, or both, to ATNS if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of ATNS.

## **2.5 Gifts, Entertainment, and Favours**

2.5.1 Employees must not accept entertainment, gifts, or personal favours that could, in any way, influence or appear to influence, business decisions in favour of any person or organisation with whom or with which ATNS has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their positions with ATNS might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.

## **2.6 Kickbacks and Secret Commissions**

2.6.1 Regarding ATNS's business activities, employees may not receive payment or compensation of any kind, except as authorised under ATNS's business and payroll policies. In particular, ATNS strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

## **2.7 Organisation Funds and Other Assets**

2.7.1 Employees who have access to ATNS funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in ATNS's policies and procedures or other explanatory materials, or both. ATNS imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their supervisor/manager or seek appropriate legal guidance so that ATNS can promptly investigate further. When an employee's position requires spending organisation funds or incurring any reimbursable personal expenses, that individual must use good judgment on ATNS's behalf to ensure that good value is received for every expenditure.

2.7.2 ATNS funds and all other assets of ATNS are purposed for ATNS only and not for personal benefit. This includes the personal use of organisational assets, such as computers.

## **2.8 Organisation Records and Communications**

- 2.8.1 Accurate and reliable records of many kinds are necessary to meet ATNS's legal and financial obligations and to manage the affairs of ATNS. ATNS's books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.
- 2.8.2 Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:
  - 2.8.2.1 false expense, attendance, production, financial, or similar reports and statements; and
  - 2.8.2.2 false advertising, deceptive marketing practices, or other misleading representations.

## **2.9 Dealing with Outside People and Organisations**

- 2.9.1 Employees must take care to separate their personal roles from their ATNS positions when communicating on matters not involving ATNS business.
- 2.9.2 Employees must not use ATNS identification, stationery, supplies, and equipment for personal or political matters.
- 2.9.3 When communicating publicly on matters that involve ATNS business, employees must not presume to speak for ATNS on any topic, unless they are certain that the views they express are those of ATNS, and it is ATNS's desire that such views be publicly disseminated.
- 2.9.4 When dealing with anyone outside ATNS, including public officials, employees must take care not to compromise the integrity or damage the reputation of either ATNS, or any outside individual, business, or government body.

## **2.10 Prompt Communications**

- 2.10.1 In all matters relevant to customers, suppliers, government authorities, the public and others in ATNS, all employees must make every effort to achieve complete, accurate, and timely communications - responding promptly and courteously to all proper requests for information and to all complaints.

## **2.11 Privacy and Confidentiality**

- 2.11.1 When handling financial and personal information about customers or others with whom ATNS has dealings, observe the following principles:
  - 2.11.1.1 Collect, use, and retain only the personal information necessary for ATNS's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.

2.11.1.2 Retain information only for as long as necessary or as required by law. Protect the physical security of this information.

2.11.1.3 Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.

### **3. BREACH**

3.1 Anyone who breaches this Code may be subjected to disciplinary action, up to and including termination of employment.

### **4. AGREEMENT**

4.1 This Code of Conduct forms part of the Conditions of Employment and as such is legal and binding to all ATNS employees.

**Chief Executive Officer**