

M&B



Code of Conduct



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Working Environment

'Mayfair and Bond' is committed to providing a safe and respectful working environment for all its employees. No discrimination or harassment based on race, gender, national origin, religious beliefs, disability, sexual orientation or age will be tolerated. All employees are expected to respect their fellow employees. Sexual harassment and bullying are unacceptable practices which have no place in our working environment.

Compliance with Laws

'Mayfair and Bond' is committed to complying with the laws of the countries where it conducts business. It is the responsibility of each employee to ensure this compliance is maintained.

Financial Record Keeping

All transactions must be properly and accurately recorded and all book entries supported by proper documentation. All records must be retained in accordance with applicable laws and policies.

Conflicts of Interest

A conflict of interest is any situation where the interests of 'Mayfair and Bond' diverge from your own personal interests or those of your close friends or relatives. These situations should be avoided because they can influence your judgement to act in 'Mayfair and Bond's best interests. If a conflict of interest occurs you must notify your Manager or the Manager of Finance and Administration immediately.

Purchasing of Goods and Services

Procurement of goods and services must be conducted in a fair and transparent manner, so that 'Mayfair and Bond' obtains the best value for money, considering both quality and price, in a competitive process. Whenever feasible, significant purchases of goods and services should be reviewed and awarded by 2 or more individuals.

Bribery

Bribery is a criminal offence which can lead to criminal penalties and, in addition, any violation of 'Mayfair and Bond's rules in respect of bribery detailed within this document will result in the termination of an employee's or consultant's contract.

Bribery has absolutely no place at 'Mayfair and Bond' which is why 'Mayfair and Bond' operates a strict no tolerance policy towards bribery in all its forms, whether directly or through third parties acting on behalf of 'Mayfair and Bond'. Thus, it is not permitted to suggest to a third party to commit bribery on behalf of 'Mayfair and Bond'.

Bribery is defined as the offering, promising, giving, accepting or soliciting of an advantage as an inducement for an action which is illegal or a breach of trust. Bribery can take many forms, it is not merely paying cash for an improper advantage. Forms of bribery include, but are not limited to, the following: cash payment, gifts, excessive hospitality and entertainment, providing a service (such as free labour).

Facilitation payments, which are payments to induce government officials to perform routine functions they are otherwise obligated to perform, are bribes.

These are not permitted unless a payment is extorted from you or if you are concerned for your safety (or that of your family or colleagues). In such case you should make the payment but report it immediately in accordance with "Suspected Violation of Policies" instructions.

Donations

It is not permissible to make donations of any kind, without the written permission of the Chief Executive or the Chief Operating officer.

Suspected Violation of Policies

Workers who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.