

Code of conduct

General provisions

At the most basic level, we require that actors we work with operate in compliance with the requirements of applicable laws, regulations and treaties. While we recognize that different cultural, legal and ethical systems exist in the countries in which our customers, suppliers or partners operate, this Code of Conduct sets forth certain fundamental requirements that must be satisfied by all individuals and organisations we work with as defined by the United Nation's Global Compact and executed as follows:

- **Employment Relationship:** Individuals and organisations will adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international Labour and social security laws and regulations.
- **Safety and Health:** Individuals and organisations we work with will provide a safe and healthy workplace setting to prevent accidents and injury to health arising out of their operations. Working conditions must be safe, clean and meet or exceed requirements of all applicable laws and regulations regarding safety and health. Workers must be trained and equipped to perform their jobs safely.
- **Child Labour:** Individuals and organisations we work with will not employ individuals in violation of the local mandatory school age or under the applicable legal employment age. In no event will Individuals and organisations we work with employ workers under age 18.
- **Forced Labour:** Individuals and organisations we work with will not use forced Labour, including, but not limited to, prison Labour, indentured or slave Labour, or bonded Labour, and will adopt measures to ensure that facilities are not utilized in human trafficking.
- **Harassment or Abuse:** Individuals and organisations we work with must treat all employees with respect and dignity. Individuals and organisations we work with will have procedures in place to ensure that no worker is subject to any physical, sexual, psychological or verbal abuse.
- **Non-Discrimination:** Individuals and organisations we work with will not discriminate in employment including hiring, compensation, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group, or ethnic origin
- **Working Hours:** Individuals and organisations we work with will not require workers to work more than the regular and overtime hours allowed by applicable law. In no event will the regular work week exceed 48 hours and workers will be allowed at least 24 consecutive hours of rest in every seven-



day period. All overtime work will be consensual. Individuals and organisations we work with will not request overtime on a regular basis and will compensate for overtime work at a premium rate. Other than in exceptional circumstances, the sum of regular and overtime hours in a week will not exceed 60 hours.

- **Compensation:** Every worker has a right to compensation for a regular work week that is sufficient to meet the worker's basic needs and provide some discretionary income. Individuals and organisations we work with will pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any fringe benefits required by law or contract. Where compensation does not meet workers' basic needs and provide some discretionary income, individuals and organisations we work with will work with the Fair Labour Association to take appropriate actions that seek to progressively realize a level of compensation that does. Individuals and organisations we work with may not use deductions from wages or other monetary fines as a disciplinary practice.
- **Freedom of Association and Collective Bargaining:** Individuals and organisations we work with must recognize and respect the rights of workers to freedom of association and collective bargaining.
- **Environmental Sustainability:** Individuals and organisations we work with will adopt responsible measures to mitigate the negative impact that their operations have on the environment. At a minimum, this requires that individuals and organisations we work with comply with all local and applicable international laws protecting the environment, including proper storage and disposal of hazardous substances, and strive to conduct business in a manner that minimizes energy consumption and waste, optimizes the use of natural resources, and maximizes recycling.
- **Customs Compliance:** Individuals and organisations we work with will comply with all applicable customs laws and establish and establish and maintain programs to safeguard against the illegal transshipment of products.
- **Security:** Individuals and organisations we work with will maintain security procedures to guard against the introduction of non-manifested cargo into shipments, including, but not limited to compliance with all applicable requirements against terrorism, human trafficking, drug trafficking, etc.
- **Posting Requirements:** Individuals and organisations we work with will post this Code of Conduct in a conspicuous location accessible to all employees and visitors.
- **Record Keeping:** Individuals and organisations we work with will maintain complete and accurate records with respect to the elements



of this Code of Conduct.

- **Enforcement:** Hydrobox can employ internal, as well as independent auditors, to conduct audits to ensure compliance with this Code of Conduct.
- **Violations:** To report suspected violations of this Code of Conduct, please contact Hydrobox by emailing info@hydrobox.africa. We strictly prohibit any retaliation against persons that report violations of this Code of Conduct or assist or participate in any manner in any investigation of possible violations of this Code of Conduct. Any retaliation should be reported to Hydrobox as outlined above.

Anti-bribery and anti-corruption

Hydrobox is committed to compliance with all applicable anti-bribery and anti-corruption laws and regulations, through the visible commitment to the tenth principle of the United Nations Global Compact, impeding all forms of corruption, including extortion and bribery.

Accordingly, Hydrobox and all individuals and organisations we work with:

- will not make bribes, nor will we condone the offering of bribes on our behalf, in an attempt to try and gain business or personal benefit, or in an attempt to motivate another to act improperly;
- will not accept bribes, nor will we agree to them being accepted on our behalf;
- will avoid doing business with others who may harm our reputation by not respecting these values;
- will set out our processes for avoiding bribery, directly or indirectly;
- will recognize that certain donations, hospitality and gifts, either given or received, may be considered inappropriate in certain instances and we will all apply our minds to ensure that our motives remain to carry out our core operations;
- will make sure that everyone in our business, including individuals and organisations we work with know about our principles and we will require all relevant staff to commit to this Code of Conduct and
- the related policies;
- will regularly review this Code of Conduct and related policies, followed by further communication to all relevant staff and partners;
- will ensure that there are communication channels for all employees and



partners through which they will be able to report instances of suspected dishonest behavior;

- will maintain clear and accurate records of all reports and investigations regarding suspected dishonest behavior.

I, undersigned _____ working with Hydrobox in the capacity of _____ confirm having read and understood the company code of conduct and confirm to comply with it.

I understand that non-compliance with the code of conduct may result in dismissal, termination, or exclusion without undue delay, as well as legal proceedings.