

mamec

CODE OF CONDUCT

The way we act when working for, or on behalf of, Mamec influences what our customers, communities, suppliers, stakeholders and our colleagues think of us. Our Code of Conduct is our guide to doing the right thing. This guide summarises our expectations. Mamec shall always act in accordance with the following:

OUR VALUES

RESPONSIBILITY

We are a team. We take and bear responsibility for our team's performance. We operate ethically and in accordance with sustainable practices.

OPENNESS AND HONESTY

We are open and honest, and we do what is right. We are transparent in our communication.

RELIABILITY

We are trusted because we do what we promise.

CONTINUOUS LEARNING

We are constantly looking for ways to improve and adapt to rapidly changing needs.

HIGH QUALITY

We do our best every day, and we trust our colleagues to do the same.

ETHICS / HUMAN RIGHTS

RESPECT THE RIGHTS OF OTHERS

- Never discriminate against, harass or bully anyone
- Always speak up if you see or experience inappropriate behaviour

UPHOLD HUMAN RIGHTS AT WORK

- Never stop anyone from joining a trade union or representative organisation, or require them to join one
- Never engage a supplier who refuses to commit to our requirements on human rights

MINIMISE ENVIRONMENTAL IMPACTS

- Always make sure you know of potential environmental impacts and control them effectively
- Never fail to report an environmental incident

COLLABORATION

SHARE KNOWLEDGE AND CHALLENGES TRANSPARENTLY WITH OUR MAMEC TEAM

- Always listen to different points of view and raise concerns proactively
- Never conceal information or act deliberately to prevent a colleague from succeeding
- Always work as one Mamec team, no matter what part of the business you are in

PARTNER WITH CUSTOMERS FOR A BETTER UNDERSTANDING AND RESULT

- Always listen to our customers, respond to their needs and act on issues promptly
- Never fail to take corrective action on issues affecting our customers

COMPLIANCE

COMPLY WITH TRADE CONTROLS

- Never trade, directly or indirectly, with an entity or individual or with a sanctioned country without approval

SAY NO TO BRIBERY AND CORRUPTION

- Always question any suspicious payments or suggestions from suppliers and partners
- Never participate in any form of corruption or bribery, even if refusing will delay or disrupt our business

PROTECT DATA PRIVACY

- Always safeguard personal information from loss, modification or disclosure
- Never access, use or disclose personal information without a business need

COMPETE ETHICALLY

- Always ensure that any cooperation arrangements with competitors are approved
- Never share information about tender activities with competitors

ACT ON CONFLICTS OF INTEREST

- Always be upfront about a potential conflict of interest and disclose any close personal relationships
- Never improperly use your position for a personal advantage

TAKE CARE WITH GIFTS AND HOSPITALITY

- Always refuse gifts or hospitality designed to influence a business decision
- Never give or accept anything when a negotiation is underway

SECURITY

PROTECT INTELLECTUAL PROPERTY

- Always safeguard and protect Intellectual Property and sensitive material you may be exposed

PROTECT ASSETS, EQUIPMENT AND PROPERTY

- Always protect our property, equipment and assets from theft or damage, including intellectual property
- Never leave equipment or assets unsecured or unattended

PROTECT OUR INFORMATION SYSTEMS, NETWORKS AND DEVICES

- Always keep passwords secret and lock your computer
- Never download unlicensed software on your Mamec device or equipment