

# CURIMJEE

SINCE 1890

**OUR CODE OF CONDUCT**

## Chairman's Message

The Currimjee Group has celebrated its 125th year anniversary. Throughout its long history, it has consistently been guided by certain sound basic values. These have been laid down by our founding fathers, namely to always display the highest professional standards in our business dealings and the highest respect for the individual.

The adherence to these principles has stood the test of time. Over the years, Currimjee Jeewanjee & Co. Ltd has diversified and expanded its operations but has always upheld these basic principles. It has, as a result, earned the respect of stakeholders as a serious, reliable, customer-friendly and socially responsible concern.

The progress we have achieved and the reputation we have earned are due, to a large extent, to the devotion, dedication and above all the professionalism of our staff – past and present.

To encourage and consolidate such behaviour and attitude and to continue to foster the high sense of duty, imbued with honesty and integrity, a Code of Conduct, which sets out a summary of our ethical and professional standards, is being presented to you. I call upon all members of the staff to read this code as well as the values booklet with due care and attention. I expect them to comply fully with its provisions.

Bashir A Currimjee  
GOSK



**1** PURPOSE  
IN MIND

**5** VALUES  
AT HEART

## Our Purpose

TOGETHER BUILDING  
A BETTER TOMORROW THROUGH  
A VALUE-DRIVEN CULTURE

### Together

- We are always stronger as a team than we are as individuals. Through teamwork, our companies grow stronger and more effective. And each sturdier, better functioning company allows us to become even stronger as a Group.

### Building a better tomorrow

- We exist to make a difference. We strive to make everyone's lives better.
- We constantly aim to provide better products and services, because we are aware that our customers buy our products and services out of choice.
- We take a long-term approach to our work. We seek to create a better tomorrow.
- We are genuinely attentive to sustainability.

### Through a value-driven culture

- Our ideals and ethics define how we operate.
- Our morals and beliefs inform how we make decisions and move forward.
- Our values are the foundation upon which each of our companies is built.
- Our culture is a reflection of how we work as a Group.

## Our 5 Values

FIVE CORE VALUES GUIDE US IN  
OUR DAY-TO-DAY DECISIONS  
AND ACTIVITIES.

FORESIGHT

INTEGRITY

RESPONSIBILITY

PASSION

OPENNESS





# Foresight

We envision a better future for everyone. We make a continuous effort to understand the needs and expectations of our customers and other stakeholders, and to turn them into reality thanks to careful analysis, timely actions and agile decision-making.

## Key words:

Entrepreneurship, Innovation, Agility, Foresight, Risk-taking

## Meaning:

The ability to see long-term and to manage the present while building for the future.

## Behaviours

- Focusing on long-term thinking and planning;
- Constantly seeking out new opportunities for innovation;
- Adopting a long-term approach to issues and problem-solving;
- Identifying and prioritising long-term benefits over short-term gains;
- Being conscious of the long-term impact of our decisions and actions on the company, the people around us, the wider community and the environment.



# Integrity

We build honest, long-term relationships with all of our stakeholders by treating them fairly and with respect.

## Key words:

Honesty, Fairness, Transparency, Professionalism, Uncompromising

## Meaning:

Consciously aligning our decisions and behaviour with our values and moral principles.

## Behaviours

- Consciously walking the talk and ensuring that everything we say and do is in line with our values;
- Never using our positions for personal gain;
- Treating colleagues, team members, customers, partners, and competitors with respect;
- Showing respect and humility in our words and actions;
- Being fair, honest and transparent in our dealings.



## Responsibility

We are deeply convinced that success is not solely defined in financial terms.

Our impact on current and future stakeholders and on the environment is an equally important indicator of achievement.

### Key words:

Sustainability, Ethical behaviour, Care, Stewardship, Accountability

### Meaning:

Being mindful of the wellbeing of others and ensuring that our decisions, actions and successes result in long-term, positive outcomes for all stakeholders.

### Behaviours

- Behaving ethically; Treating colleagues, team members, customers, partners, suppliers, the community at large and the environment with respect;
- Respecting the terms of the agreement between the company and our stakeholders;
- Embracing the belief that what is good for us is also good for others;
- Treating team members with understanding and offering them the support that they need.



## Passion

We breathe life into our vision by being passionate about everything we do.

### Key words:

Excellence, Engagement, Commitment, Dynamism, Perseverance

### Meaning:

Constantly striving for excellence, driven by a persistent and contagious enthusiasm for what we do.

### Behaviours

- Displaying a willingness to continually improve and go the extra mile;
- Fully committing to our work and leading by example;
- Consciously creating the conditions under which others can excel and derive happiness from their jobs;
- Adopting an energetic, 'can do' attitude to everything we do;
- Demonstrating excellence in internal and external customer service.



# Openness

We become stronger by being open and inclusive; by being actively curious about and willing to learn from others; and by always treating different cultures, beliefs and ideas with respect. For us, diversity is a source of strength.

## Key words:

Inclusiveness, Respect, Open-mindedness, Diversity, Sharing

## Meaning:

Being willing to offer and receive feedback; being receptive to others' ideas and views; and showing appreciation and respect for these views even when we do not agree with them.

## Behaviours

- Communicating and requesting feedback with courtesy;
- Listening attentively and respectfully;
- Fostering diversity.



# **OUR** CODE **OF** CONDUCT

**PURPOSE**  
**WHY WE EXIST**  
 TOGETHER BUILDING A  
 BETTER TOMORROW THROUGH  
 A VALUE-DRIVEN CULTURE

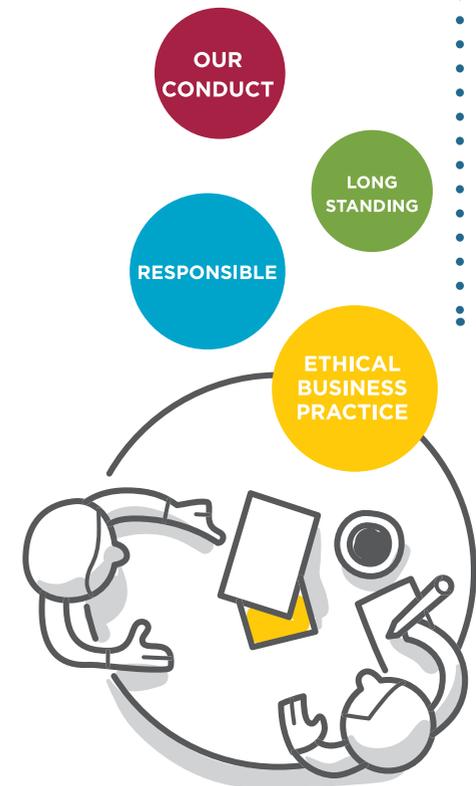
**MISSION**  
**HOW WE WILL ACHIEVE OUR PURPOSE**  
 Through our continuous commitment to people, progress and strong values, we will continue to lead the way. We are a proudly Mauritian organization with a rich heritage of entrepreneurship and foresight. Ever learning from our past to build something better for today and for the generations to come.

**OUR VALUES**  
**HOW WE BEHAVE IN ACHIEVING OUR PURPOSE & MISSION**

<p><b>FORESIGHT</b>          By making a continuous effort to understand the needs and expectations of our customers and other stakeholders, and by looking ahead, we are able to visualise a better future and achieve it through analysis, agility and timely decisions / actions.</p>	<p><b>INTEGRITY</b>          With fairness and respect, we build honest, long-term relationships with all our stakeholders.</p>	<p><b>RESPONSIBILITY</b>          It is our intimate conviction that success is not solely defined in financial terms but as importantly in the positive impact we have on current and future generations of stakeholders and on the environment.</p>
<p><b>PASSION</b>          We breathe life into our vision by being passionate in everything we do. We believe that passion motivates our teams, inspires progress, excellence and success, while building a better tomorrow for our team-members, customers, suppliers, partners, company, and country. We can be passionate while remaining gracious and humble.</p>	<p><b>OPENNESS</b>          We become stronger by being open and inclusive, by being actively curious and willing to learn from others and always demonstrating respect for different cultures, beliefs and ideas. Diversity for us is a source of strength.</p>	

## Behaviour Standards

This Code reflects our long standing and fundamental belief in responsible and ethical business practice. We must make these principles an integral part of our business conduct.



## PERSONAL CONDUCT

- 1 We must observe the laws of Mauritius in everything we do.
- 2 We, as the employees of the company, must not ask for any gift or favour from anyone if that gift or favour has or is perceived to have an influence on the way we do our job.
- 3 We must not accept any gift or favour from anyone in connection with the way we do our job. Sometimes a token of appreciation for a job well done cannot be refused without appearing impolite. In that case we must disclose all gifts and favours received in connection with the way we do our job in writing to the Head of the Business Unit / Chief Human Resource Officer (CHRO) through the Annual Disclosure Form. The annual disclosure is done on an online platform and CJ Corporate HR sends the summary to the business units.
- 4 We must never offer any bribe or gift or favour to anyone in order to influence that person in the way he does his job.
- 5 While moderate business entertaining is acceptable, we must guard against hospitality that appears to be aimed at influencing us in the way we do our job. Whenever possible, hospitality should be reciprocated. In any case, all business entertainment should comply with the provisions of the *Corporate Entertainment Policy*.
- 6 We generate, receive and store information that is valuable to outsiders. We must not disclose such information without permission. We each have a responsibility to ensure that such information under our control or to which we have access is properly safeguarded to ensure the highest level of confidentiality as specified in the *Information Security Policy*.
- 7 The company's property (including intellectual property) and products belong only to the company. They do not belong to us. If any of us takes company property or products for our own use or to give or sell, he commits theft and is liable to dismissal and prosecution. The company's services and facilities are

not to be used for private purposes except with prior written permission. This obligation remains in effect beyond termination of employment within the organisation.

- 8 We must manage personal finances, including investments, in a manner consistent with our employment, prudently and above board. The Company expects that we do not tarnish our own or the Company's image by any undesirable financial action on our part.
- 9 We must fully comply with the spirit of all existing policies and procedures.
- 10 We must each always be aware that our conduct when we are off duty can reflect on the company's reputation. Our social life is usually not entirely separate from our working life.
- 11 We must not allow our personal interests to conflict with our official duties in the company. If any of us has a personal interest that may influence, or appear to influence, the way we do our job, or directly or indirectly get involved in a commercial transaction or otherwise, with the company, we must declare that interest in writing to the Head of the Business Unit / CHRO and take appropriate steps to resolve the conflict of interest. We must each make sure that our dealings with customers, suppliers, contractors, and colleagues do not place us in a position of obligation that may lead to conflict of interest.
- 12 Employees should seek advice and written permission from the Head of the Business Unit / CHRO before undertaking a secondary employment even if it is on a part-time basis. Any interests in private business of any nature or any other involvement (including those currently held) should be declared in writing to the Head of the Business Unit / CHRO. It is understood that such activities should not involve any conflict of interest or use of company time/resources or be incompatible with professional ethics. All such secondary occupation should be disclosed every year in the Annual Disclosure Form.

13 Any outside employment or economic activity, paid or unpaid, regular or casual, must not be undertaken without prior written permission from the Head of the Business Unit / CHRO.

14 The Company employs persons of varied backgrounds, without regard to colour, gender, national origin, race, religion or status. All employees must conduct their relationships with other employees with courtesy, decency, fairness, honesty and mutual respect.

### RESPONSIBILITIES TO CUSTOMERS AND CONSUMERS

15 We are required to demonstrate courtesy, respect, honesty, fairness, and decency in our relationships with customers, competitors and the general public and to make decisions and allocate resources objectively without regard to friendship or personal preference.

16 We aim to provide efficient and courteous service with a view to ensuring the highest level of customer satisfaction.

17 We aim to keep our customers truthfully informed about the company's capabilities without misrepresentation, exaggeration or overstatement.

18 We aim to provide our customers with products that meet high standards of safety, quality and reliability. We take full responsibility for products that fail to meet these required standards.

### RELATIONS WITH COMPETITORS, SUPPLIERS AND CONTRACTORS

19 We believe in fair and open competition. We treat our competitors honourably and we aim to develop and maintain long-term relationships with suppliers and contractors based on mutual trust.

20 Our procurement of supplies and services is done to the highest ethical standards that assure a quality end product and the continued confidence of customers, suppliers and the public.

We must ensure that the hire of services and the purchase of goods are based solely on price, quality, service and need. We must also ensure that our suppliers and contractors are paid on time and according to agreed terms of trade.

21 Relations with customers and suppliers shall always comply with contractual undertakings and prevailing legislation.

### FINANCIAL RESPONSIBILITY

22 It is the policy of the company to maintain complete and accurate records and accounts and present them in accordance with all applicable laws and professional accounting standards. We do not tolerate any false, artificial or misleading statement or entry in any of the company's books, accounts, records, documents or financial statements.

23 None of us must ever make use of insider information, namely information that has not been made public, for our personal advantage.

### EMPLOYMENT PRACTICES

24 Over the years, the company has employed relatives of employees and this has been mutually beneficial. However, employment of managers' relatives within the business units where managers are employed is subject to prior written approval of the Head of the Business Unit. Furthermore, in order to maintain professional standards, close relatives should not work in the same department and/or have any reporting relationship. All staff are required to disclose all family links with fellow employees every year in the Annual Disclosure Forms. The annual disclosure is done on an online platform and CJ Corporate HR sends the summary to the business units.

25 Employees are kept informed of company matters affecting them, including the company's goals, directions and performance. Channels of communication that foster an atmosphere of mutual trust and respect between the company and its employees are always open.

26 The Company upholds an open-door policy. Employees are encouraged to contact their superior and/or manager if they have any suggestions or complaints to make or if they require relevant information to help them plan/perform more efficiently both individually and within a team. While the Company emphasizes individual performance, it recognizes the need for teamwork at all levels to ensure maximum organizational effectiveness.

27 The occupational health, safety and welfare of its employees are a prime concern of the company. It is the responsibility of all employees to comply with all occupational health and safety laws and to provide good and safe working conditions.

28 The company aims to achieve equality of opportunity and treatment for all its employees in recruitment, training, promotion, transfer, benefits and discipline. All employees are treated as individuals according to their ability to meet job requirements.

29 The dignity and individuality of every employee will be respected. The privacy and confidentiality of employee records will be safeguarded.

30 The company is guided by the principles that its employees are treated fairly and with respect at all stages of their employment. All employees have the right to be free from discrimination (particularly with regard to race, colour, religious beliefs, political views, sex, age or ethnic origin) and harassment of any nature, including sexual harassment and have an equal chance to contribute and achieve their potential within the company.

31 An employee who believes he or she is being required to act in a way that is inconsistent with the standards in this code or who believes others are breaching the code should report the matter directly to the Head of the Business Unit / CHRO. The company undertakes to ensure that no prejudice whatsoever is caused to an employee who makes such a report on reasonable grounds or in good faith as specified in the *Whistle Blower Policy*.

## RESPONSIBILITIES TO THE COMMUNITY

32 Care for the environment is one of the company's main concerns. We are committed to sustainable development in that we aim to manufacture, handle and dispose of all materials in compliance with the law and in a responsible manner without creating risk to human health or the environment.

33 Participation by directors and employees in community activities and civic affairs is encouraged.

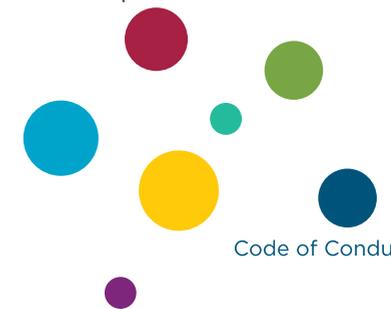
34 The company supports charitable organisations and encourages directors and employees to do likewise.

35 The company endorses the democratic principles of Mauritius. Contribution, if any, to political organisations or electoral candidates is specifically recorded in the company's books and is made in accordance with all applicable laws.

36 In addition, the Company does not in a way discourage its employees from exercising individual political or other civil rights. Employees should, however, obtain the prior written approval of the Head of the Business Unit and MD CJ before taking up any executive position in any political party or standing as a candidate in any election.

37 Similarly, for appointment as a Director of non-competing companies, employees should ensure that, after seeking the approval of the Business Head and the CHRO, the consent of the MD CJ is obtained before accepting any such appointments.

38 Employees should inform and/or seek the approval of the Head of the Business Unit prior to accepting an external award and recognition from industry or regional bodies or networking associations, given that such events could be published in the press or social media.





## COMMUNICATION

- 39 Employees should obtain the formal approval of their Head of Business Unit or the MD CJ, as the case may be, prior to giving interviews and/or issuing any communication pertaining to the affairs of the Group to the media, including writing any blogs on social media in the professional sphere that can have potential repercussions on CJ and/or its subsidiaries.
- 40 For any subsidiary company under the CJ Group, the Head of the Business Unit is the only spokesperson for media communication and in turn the Business Unit Head must get prior clearance from the MD CJ. For CJ at group level, the authorized spokesperson is only the MD CJ and/or the General Manager - Communication & Marketing. All media questions should be directed to the GM - Communication & Marketing and where it involves staff matters, the CHRO should also be involved.
- 41 Communication with regard to situations which fall under crisis, the *Crisis Management Policy* will be applicable.

## COMPLIANCE AND ENFORCEMENT

- 42 It is the personal responsibility of every employee to understand and comply with this Code of Conduct. In addition, Managers are responsible for ensuring that those they supervise, understand and comply with the code. Problems encountered in complying with the code and suggestions for improving it should be made to the CHRO.
- 43 Any breach of the code will be promptly dealt with and sanctioned. The Human Resource and Organisational Effectiveness Committee will deal with all serious reports, major complaints and matters arising from the Code of Conduct.
- 44 Channels of complaints are open to shareholders and potential shareholders, customers and consumers, suppliers, contractors, directors and employees of the company. All complaints will be considered impartially and efficiently.

