

## **Global Human Resources Standards**

As the Aveng Group, we set high standards for the way we conduct business, in all areas across the employee value chain which includes corporate and social responsibility, sound business ethics and compliance with all applicable laws and regulations in the countries in which we operate.

These conduct principles apply to all Aveng employees. However, they are not the full scope of human resource policies or practices. More detailed statements of policies, procedures and practices are stored on our company intranet site as well as in our conditions of employment documents and employment contracts. Employees are required to comply with all Aveng policies, procedures and practices at all times and are responsible for consulting their direct manager should they have any questions.

## **Health and safety**

Aveng will provide its employees with a safe and healthy workplace in compliance with applicable laws and regulations. Consistent with these obligations, Aveng strives to implement effective programs that ensure a culture of zero tolerance towards safety incidents and accidents, further we strive for all our employees to return home without harm everyday.

## **Compliance to Competition Commission requirements**

Of particular importance to Aveng is compliance to anti competitive behavior and we therefore require all senior managers and employees involved in tendering and procurement processes to undergo competition commission training. Training is conducted on an annual basis or as and when new managers are appointed.

## **Ethical dealings**

Aveng expects its employees to conduct business in accordance with the highest ethical standards, and maintains Business Conduct Guidelines that employees are required to follow. All managers are required to formally sign an acknowledgement of the Company's Business Code of Conduct annually. As mentioned above Aveng will ensure employees adhere to the requirements of the Competition Commission and any other applicable laws in this regard. Further to this Aveng have a number of policies and procedures that govern fraud and corruption as well as an anonymous fraud hotline and a whistle blowing policy.

All prospective senior employees are required to sign a formal declaration that they have not previously violated the Competition Act

## **Recruitment Practices**

Employment is voluntary and Aveng does not use any forced labour. Aveng adheres to all applicable employment laws. Aveng applies consistent processes during the sourcing and recruitment of both internal and external employees. Further to this Aveng complies with all

applicable construction charter requirements as well as employment equity requirements and BBBEE targets.

### **Child labour**

Aveng prohibits the use of child labour. The term “child” refers to any employed person under the age as dictated by the laws in the countries in which we operate. Aveng manages a number of learnership, apprenticeship and traineeship programmes and complies with all laws and regulations applicable to such programs.

### **Values Charter**

Through the embedding of the Aveng Values we strive towards an aspirational culture of:

- **Honesty and integrity**  
We do what is right - consistently and
- **Safety and care**  
“Home Without Harm Everyone Everyday”. We care for the health and wellbeing of our people, the communities we work in and for our environment.
- **Customer focus**  
We build relationships by engaging, listening, understanding, collaborating and delivering on our promises with excellence.
- **Teamwork**  
We are team players who are committed to the Aveng purpose, vision and values. We respect, cooperate and collaborate with each other, tapping into our rich diversity.
- **Performance excellence**  
We are clear about what we need to do to achieve the desired results. We strive for excellence and we hold ourselves and each other accountable.

Management engages actively with employees to jointly seek opportunities to achieve the above culture traits.

### **Salaries, Wages and benefits**

Aveng complies with all applicable legislation pertaining to employment, hours of work, overtime and where applicable salary and wage requirements in the countries in which we operate.

### **Working hours**

Aveng will not exceed maximum hours of work as prescribed by law in the countries in which we operate and will appropriately compensate for overtime as per applicable legislation. Where

required the appropriate exemptions will always be requested in instances where a deviation to the standard is required within the framework of the law.

### **Non-discrimination and harassment**

Aveng will not discriminate in hiring, promotion, compensation of employees and employment practices on grounds of race, color, religion, age, nationality, social or ethnic origin, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation and disability unless where adherence to employment equity targets are concerned or where the inherent requirements of the job dictate differently. Aveng will create a work environment free of discrimination or harassment.

### **Respect and dignity**

Aveng will treat all employees with respect and dignity and will not use corporal punishment, threats of violence or other forms of physical coercion or harassment.

### **Freedom of association**

Aveng respects the legal rights of its employees to join or to refrain from joining worker organizations, including labor organizations or trade unions. Aveng ensures open channels of communication with all unionized and non unionized employees and promotes engagement in this regard. Aveng empowers its managers to engage in positive dialogue with all employees.

### **Protection of the environment**

Aveng is committed to environmental protection in the areas in which we operate. In addition to complying with applicable environmental laws and regulations, every employee is required to adhere to company policies, procedures and applicable legislation.

### **Laws, including regulations and other legal requirements**

Aveng strives to comply with all applicable laws, regulations and other legal requirements in all countries in which we operate.

### **Communications**

Aveng values its employees and ensures open channels of communication with all levels of employees within the organization. Further to this Aveng ensures open channels of communication with all stakeholders.

### **Privacy**

Aveng is committed to protecting the privacy and confidentiality of information about its employees in keeping with relevant laws and protocols. **Support for employees and**

### **community involvement**

Where appropriate, Aveng sources, employs and provides education and training programmes directly in the communities in which we operate.