



## CAPMATIC CODE OF CONDUCT

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Capmatic® is committed to develop and maintain the highest standards of ethics and integrity in conducting business with all our clients, suppliers, and business partners.

The following Code of Conduct outlines all essential principles that guide Capmatic® in its internal and external relations. This Code applies to all Capmatic® administrators, employees, and all company representatives.

The principles outlined in the present Code are non-exhaustive but, intended to complement internal policies, procedures issued by Capmatic® and existing Laws.

To our clients, we compel ourselves to deliver the highest quality equipment and services to meet the client's needs. All clients will be treated with our highest consideration, and in good faith.

To our suppliers, we commit ourselves to act transparently and encourage fair competition while nurturing long term business relationships.

To our business partners, we commit ourselves to promote mutual business interests, and continuously seek new ventures and opportunities to grow together.

To the community, we are committed in exceeding standards and regulations, with a particular focus on environmental protection standards, in order to have a smaller ecological footprint and create a more sustainable future. We are also committed in implicating ourselves in community activities that help enhance and improve the well-being of the community.

To our organization, we commit ourselves in creating and maintaining a workplace that exceeds workplace safety guidelines and standards; with an environment where all are treated with respect and dignity regardless of their age, ethnic origin, sex, sexual orientation, beliefs, civil status or handicaps.

By following these principles we can achieve our objectives with the highest integrity, respecting all written or implicit agreements, ensuring confidentiality of personal, business or privileged information, communicating clearly and honestly with all business partners, collaborators, and the community.

Furthermore administrators and employees are individually committed to the following:

Act at all times, in a manner to ensure Capmatic®'s reputation is above all suspicions and never denigrate the quality of its equipment and services.

Upon taking a decision, consider the interests of Capmatic® rather than personal interests and/or benefits.

To use Capmatic®'s material resources, intellectual property, and confidential information concerning Capmatic® and/or its clients for its intended purposes and not for personal benefit or the benefit of a third party.

Abide by all standards as well as ethics and refuse or remit any gift or benefit from or to a third party that would create a real or perceived conflict of interest.

Authorisation is required for any communication of Capmatic® or any of its customer's confidential information, even following employment termination.

It is strictly forbidden to divulge personal information of an employee, a client or an employee of a customer, without prior consent of the concerned individual or unless exempted by Law, even following employment termination.

Abide by all policies and procedures in place at Capmatic® as outlined in the Employee Manual, the Capmatic® Quality Manual and the Capmatic® Quality Management System.



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### COMPLIANCE WITH THE CODE OF CONDUCT

As a condition of employment at Capmatic®, all staff must periodically renew their commitment with the Code of Conduct, and any of its amendments.

Any questions regarding the application, interpretation, or amendments to the Code of Conduct, can be addressed with human resources.

### INVESTIGATION OF POSSIBLE MISCONDUCT

The Capmatic® Code of Conduct applies to all staff equally, regardless of position or seniority no one is exempt from its provisions. Any alleged violations of the Code of Conduct will be fully investigated to determine if any purported misconduct violated any established procedure, policy, and/or law.

To ensure that the Code of Conduct is fairly applied to all, the reporting structure is such that no one will report violations of a superior to that superior. Any employee violations can be reported to the employee's direct supervisor or the human resources department. Any administrator or supervisor violations can be reported to the Capmatic® President or Vice-president.

Anyone reporting violations can do so with the assurance that the matter will be fully investigated discreetly and that no retribution will be taken against an employee for signaling any violations in good faith.

### SANCTIONS

Following an investigation of any reported misconduct the guilty party will be sanctioned for their actions. The sanctions to be applied will be determined by the President for any employee and the Executive Committee for any administrator.