



1 January 2016



## Code of Conduct for Parami Energy Group of Companies

PARAMI ENERGY GROUP'S Code of Conduct defines how we should behave and conduct business in dealing with our colleagues, customers, and stakeholders. It sets forth our core values and responsibilities and general guidance about the Company's expectations.

At the beginning of every year, all employees will be asked to confirm in writing that they have reviewed the code of conduct, and understand and agree to adhere to the Code.

### **1. Introduction**

- 1.1 This code of conduct applies to all employees of Parami Energy Group and its subsidiaries ("the Company").
- 1.2 It provides principles for conducting business and dealing with customers, colleagues and other stakeholders.
  - 1.2.1 Employees should act with integrity and professionalism and be scrupulous in proper use of Company information, funds, equipment and facilities;
  - 1.2.2 Employees should exercise fairness, proper courtesy, consideration and sensitivity in dealing with customers, colleagues and stakeholders; and
  - 1.2.3 Employees should avoid real or apparent conflict of interests.

### **2. Responsibilities**

- 2.1 Employees are required to take ownership of their actions and be responsible for their conduct to protect the Company's reputation and of other employees
- 2.2 Employees should stay up to date on the Company's policies and standards that apply to their job and level of responsibility
- 2.3 Employees should be a positive role model by acting with integrity, performing their duties with skill, honesty, and diligence, and reinforce compliance to the individuals on their team.

### **3. Conflict of Interest**

- 3.1 Employees must avoid any personal, financial or other interest which may be in conflict with their duties and responsibilities to the Company.
- 3.2 Any interest which may constitute a conflict of interest must be promptly disclosed to an appropriate Manager or Compliance Officer.

- 3.3 Employees must not accept any external appointment, such as working for another company, or conducting a business, without the written permission of the Chief Executive Officer (CEO).

## 4. People

### 4.1 Respect and Dignity

- 4.1.1 Employees must treat everyone with respect and dignity.
- 4.1.2 No employee shall be discriminated against in employment or occupation on the grounds of sex, age, sexual orientation, religion, political opinion, nationality, ethnicity, disease or disability.
- 4.1.3 Employees, together with their managers, must work to achieve employee work/life balance.
- 4.1.4 Employees must be able to work in a workplace that is free from discrimination, physical, sexual, psychological, or verbal harassment or abuse, misuse of substances, and unsafe conditions.

### 4.2 Personal Safety and Wellbeing

- 4.2.1 Employees must follow the Company's safety and security guidelines, both in the office and while traveling.
- 4.2.2 Employee must follow **incident reporting procedures** in the case of a work-related injury, or if a safety or security concern is observed.
- 4.2.3 Employees must pay attention to projects that may pose physical safety or security concerns.
- 4.2.4 Employees must be aware of possible safety hazards, such as wet floors, building repair sites, and faulty electrical equipment, etc.

## 5. Privacy and Confidentiality

- 5.1 Employees must not disclose any confidential or private information obtained through their employment to third parties, and should share confidential or private information only with the Company management and other employees on a need-to-know basis.
- 5.2 Employees must not use information obtained in the course of employment to obtain financial reward or other benefit.
- 5.3 Employees must not discuss confidential or private information in non-secure or public locations.
- 5.4 Employees must use **secure shred bins** for disposing of documents with confidential or private information.
- 5.5 Employees must not transmit or share confidential or private information to third parties without consulting the line manager and Document Control Department.

## 6. Media and Public Relations

- 6.1 The Company is committed to open and honest communications, and to protecting its image. Employees must provide information that is truthful and consistent with the