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Compliance with laws

We will comply with relevant laws and regulations applicable in countries where business is conducted by us.

We will in addition comply with these Principles unless they are nonconforming with local laws and regulations.

Corruption and other prohibited business practices

We shall comply with all applicable laws and regulations concerning bribery, corruption, fraud and any other prohibited business practices. We shall not offer, promise or give any undue advantage, favour or incentive to any public official or any other third party. This applies regardless of whether the undue advantage is offered directly or through an intermediary.

Gifts and Entertainment

We shall not, directly or indirectly, offer gifts to employees or representative or anyone closely related to the Company unless it is customary to do so in the circumstances for example during festivities. Employees providing or receiving third party gifts and entertainment in their corporate capacities are expected to exercise good judgement in each case, taking into account pertinent circumstances, including the character of the gift or entertainment; its purpose; its appearance; the positions of the persons providing and receiving the gifts or entertainment; the business context and applicable laws and social norms. Hospitality (the cost of which must be kept within reasonable limits) such as social events, meals or entertainments may be offered if there is a clear business purpose is strongly discouraged.

Money laundering

We are firmly opposed to all forms of money laundering and we will not hesitate to take steps to prevent our financial transactions from being used by others to launder money.

Conflicts of Interests

It is the policy of Cofreth that all employees are expected to avoid any actual or apparent conflict between their own personal interests and interests of the Company. A conflict of interest can arise when any employees takes actions or has personal interests that may interfere with his or her objective and competitors, and other third parties. Employees are expected to refrain from taking for themselves opportunities discovered through their use of corporate assets or through their positions with the Company. Employees are expected to refrain from competing with the Company.

Information Security and Confidentiality

All employees of Cofreth are responsible for protecting Cofreth's confidential information from unauthorised disclosure whether internal or external, deliberate or accidental. Employees are also expected to respect the confidential information of other parties. It is Cofreth's policy to use only legal and ethical means to collect and use business and market information in order to better understand our markets, customers and competitors. Cofreth will not collect or use another party's confidential information without that party's permission.

Forced labour

We shall not use forced or compulsory labour. All labour shall be voluntary and workers shall be free to leave upon reasonable notice. Employees shall not be required to lodge deposits of money or identity papers with their employer unless required by law or government regulations.

			
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Child labour

We shall not employ any person who is below 18 years of age. Further, we shall ensure that we fully comply with the Children and Young Persons (Employment) Act 1966 (Revised - 1988). Where a person under 18 years of age is employed, the best interest of that person shall be the primary consideration. Policies and programmes that assist such persons found to be performing labour shall be contributed to, supported, or developed.

Persons under 18 years shall not be employed for any work that is likely to be hazardous or may interfere with the child's health or physical, mental, spiritual, moral or social development.

Environment, Health and Safety

We are committed to meeting our environmental, health and safety (HSE) goals for our operations and processes, and to maintaining a safe and healthy workplace. It is our policy to provide safe and healthful workplace for all and to minimize the impact of our operations processes and services on the environment.

All employees are responsible for knowing and complying with all applicable HSE laws and regulations, as well as with Cofreth's related policies, standards and guidelines. Cofreth management also is responsible for ensuring that employees and others acting on Cofreth's behalf are properly trained in these laws and policies. Professionals in all areas of HSE relating to operations and workplace safety are available to assist in these matters.

Discrimination

We shall behave with respect and integrity towards anyone we come into contact with through our work for others. We shall create an environment free from any discrimination based on race or disability and free from bullying, harassment or similar. Accordingly, we shall not tolerate any behaviour that can be perceived as degrading or threatening.

Disciplinary practices

We shall treat employees with respect and dignity. Physical or verbal abuse or other harassment and any threats or other forms of intimidation are prohibited.

Working hours

The working hours of employees shall comply with national laws and shall not be excessive.

Payment

We shall ensure that the employees understand their employment conditions and shall provide reasonable pay and terms to employees.