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CORE VALUES

Summarized in the Puregas Code of Practice are the internal policy documents, related to business ethics and social and environmental performance. All employees and managers in our company, as well as business partners are expected to adhere to these policies. A significant attribute of Puregas is the ability to listen to and understand the diverse needs of our customers and other stakeholders, coupled with our capacity to create new and better solutions based on what we learn from this interactive process.

Commitment means that we are totally engaged in finding the best solution we can possibly deliver. We are as fully committed to our people and to adding value to our customers’ business as we are to our own targets and goals. It is our belief that there is always a better way of doing things. That innovative spirit is a vital part of Puregas’s identity, a vital part of our way of conducting business. Innovation is the ultimate driver for long-term profitability and growth. Our core values—integrity, empowerment, sustainability and responsibility as detailed in our circle of excellence—are reflected in how we relate to our main stakeholders. In addition, all companies within our business are expected to adhere to the policies related to business ethics and social and environmental performance.

Interaction with the Press and Media

The Company’s name shall not be used without prior written approval of the Managing Director in any published article or as part of an employee’s public appearance in the media.

ACCOUNTABILITY

Management


Puregas Management holds positions of authority that make them accountable for the ethical conduct of those who report to them. They fulfil this responsibility by making sure employees are aware of the organization's ethical code and have the opportunity to ask questions to clarify their understanding.

FINANCIAL INTERGRITY

Money Laundering

Money laundering is the process by which individuals or entities hide illegally obtained money by making it appear legitimate. To avoid engaging in acts of money laundering, Puregas strictly follow company payment procedures and are observant of any irregular payments or refund requests with red flags such as:

- Payments made in currencies other than those specified in the invoice.
- Any request to make overpayments.
- Attempts by business partners to make payments in cash or cash equivalents.
- Unapproved payments by someone not a party to the contract.
- Use of an irregular account for the business relationship.

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Import and Export Controls

We are committed to complying with export control and import laws governing the movement of goods, technology, software, and services across borders. Due to the complexity of the Export control and Import laws Puregas will not allow:

- Incorrectly filed export of a regulated or licensable commodity with the South African government.
- Unauthorized re-export of South African goods from one non-South African country to another.
- Inaccurate or incomplete tariff classification, valuation declarations, country of origin, or duties or import tax payments.
- Providing access to controlled technology or information to a non-South African citizen without an export license or exception.

Proper Accounting

The Company's books, records and accounts are to reflect accurately and fairly, in detail all transactions and acquisitions and dispositions of assets in accordance with the highest standards of integrity and generally accepted accounting principles. No director or employee shall make false or misleading statements to either the internal or external auditors of the Company in connection with the preparation, audit or examination of any financial statement or otherwise. No payment made or to be made shall be approved without the adequate supporting documentation or with the intention that or understanding that such payment is for a purpose other than that described in such supporting documentation.

SOCIAL RESPONSIBILITY

Society and the environment


We strive to be a good and reliable corporate citizen, observing the spirit as well as the Legislations and the laws of our country in which we operate.

- We support all internationally recognized human rights and respect those rights in conducting operations throughout the world.
- We recognize that our commitment to financial success must also take into account the broader economic, environmental, and social impacts of our operations.
- We believe in conducting business in a manner that preserves the environment for future generations. Puregas aims to be an industry leader in environmental protection in the application areas served by our products and services. As a part of this, all products and processes shall be evaluated from a quality, safety, health and environmental perspective. We underpin this through an ISO 9001:2008 quality listing and a well tried and tested commitment of service to our customers in all our areas of business.

Health and Safety

The safety of employees and other people on our site is our top priority. Every staff member has the right and obligation to challenge and report unsafe conditions, behaviour and procedures.

Puregas has created and maintained a safe and healthy workplace through the provision of appropriate training and the necessary equipment, tools and procedures to employees when carrying out their duties; and take appropriate measures to ensure that employees refrain from

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using drugs and alcohol in the work environment which could affect such employees' work performance and thereby pose a risk to the health and safety of other employees.

This commitment is and will continue to be accomplished by:

- Integrating environmental considerations into our business planning and decision-making.
- Identifying, evaluating and managing environmental aspects associated with our activities to eliminate or reduce the likelihood of adverse impacts on the environment by, for example:
 - Minimising emissions to the atmosphere.
 - Minimising the release of effluent.
 - Optimising resource consumption by reusing and recycling materials where appropriate.
 - Promoting environmental awareness and training for all employees in environmental matters appropriate to their role.
 - Encouraging all suppliers to develop environmental policies in line with our Policy and endeavouring to ensure that they comply with environmental requirements; and
 - Co-operating and communicating openly with the public and relevant neighbours, government regulatory authorities and all other interested parties towards the shared goal of improving requirement.


Harassment and Violation

We do not tolerate harassment, including ethnic, racial, religious, or sexual. Behaviour creating an intimidating, hostile, malicious, degrading, humiliating, or offensive environment— whether verbal or physical—violates our policy and may be against the law. If you believe you have experienced, witnessed, or heard of incidents of unequal treatment or harassment in violation of our policies, you must immediately notify your supervisor or HR/SHEQ department. Our company will promptly investigate each complaint and take corrective action if appropriate. Anyone making such a complaint or participating in an investigation will be protected against retaliation.

RELATIONSHIPS

Employees

- We strive to be the preferred employer of both current and potential employees. Our aim is to attract, develop, and keep qualified and motivated people in a professional environment.
- We aim to offer a safe and healthy working environment in all our operations.
- We believe in equal opportunities, fairness, and diversity. We recruit and promote on the basis of qualifications for the work to be performed, regardless of race, religion, gender, age, nationality, disability, sexual orientation, union membership, and political opinion.
- We recognize that employees have the right to choose whether or not to be represented by trade unions for purposes of collective bargaining. No discrimination shall be directed against any employee whether such right is exercised or not.
- Under no circumstances will forced or compulsory labour be employed or used in our operations. We are strictly against child labour and other forms of exploitation of children. We do not employ any person less than 18 years old, and adapt to local standards that specify a higher age.

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- We are expected to contribute to our company and our performance is rewarded in a fair way. Legislated minimum wages will always be a minimum rather than a recommended level. Appraisals are made on an annual basis.
- We are continuously offered training and development possibilities to safeguard our opportunity to grow with the company. The goal is that each employee receives the competence development needed to achieve good results.
- We are trained on the implications of human rights, safety, corruption, environmental impact and other related aspects of our operations. This way we ensure that our commitment to respect and support these rights is acted upon.
- We encourage a flow of information across divisional, functional, and geographical borders to make full use of the available knowledge and experience.

Customers

- We strive to be the preferred supplier to current and potential customers and end-users, which means that we should achieve the highest possible customer and market share.
- We aim to deliver consistently high-quality products and services that contribute to our customers' productivity and prosperity.
- Our products and services are developed with the aim of meeting the productivity, quality, functionality, safety, and environmental needs of our customers.
- We strive to develop close relationships with our customers in order to be able to continuously meet and exceed their expectations.

Suppliers

Business Conduct Standards for Suppliers


For the sake of protecting Puregas' reputation and promoting a strong, dependable supply chain, we expect our suppliers to follow the standards of this Code, or otherwise act in a manner consistent with our standards. Puregas is committed to sourcing responsibly and ensuring that its suppliers conduct their operations in a socially responsible manner. Transparency and sustainability are critical elements to Puregas' supply chain. Puregas expects its suppliers to be good corporate citizens in the communities in which they do business.

Business partners

- We strive to be the best associate for our business partners, such as suppliers, subcontractors, joint venture partners, agents and distributors, and to be the one that they prioritize.
- We seek, evaluate and select business partners impartially on the basis of objective factors including productivity, quality, delivery, price, and reliability, as well as commitment to environmental and social performance, and development.
- We make them aware of our commitments and expect them to adhere to our policies.

Shareholders

- We strive to be the preferred company for shareholders to invest in, and we aim to create, and continually increase, shareholder value.
- We do everything we can to ensure sustainable profitable development with responsible use of resources: human, natural and capital.

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- We aim to provide a long-term investment return above the industry average, by delivering innovative and competitive products and services to our customers for sustainable productivity.

TRANSPERANCY

In all our communications, both written and spoken, we are committed to being open, truthful, and accurate within the limits of commercial confidentiality. We provide reliable and relevant information on our activities in a timely, regular manner. We consider interaction important and therefore have a positive attitude toward constructive dialogues with all of our stakeholders. Puregas has established high reporting standards, where each employee involved in the recording, processing, and reporting of information is expected to safeguard its confidentiality, validity and correctness. Published material can be accessed through Puregas’s web site, ww.puregas.co.za offering comprehensive additional information about our brands and operations.

BUSINESS INTEGRITY

Wherever we operate, our reputation is a most valuable asset, and it is determined by how we act.


- We shall avoid any action that would jeopardize respect for Puregas.
- We have high standards of business and personal ethics; we adhere to our internal policies, and obviously follow all applicable laws and regulations of our country and in the countries where we operate.
- We do not tolerate bribes and corruption, including facilitation payments. Firm actions will be taken on any violation.
- We are committed to honesty in every situation and we refrain from having interests which conflict with the interests of our company.
- We support and strive for fair competition, and thus refuse to enter into discussions or agreements with competitors concerning pricing, market sharing, or other similar activities.
- Business gifts or hospitality are offered or accepted only in accordance with local legislation, our policies and business practices.
- We respect company assets and safeguard all tangible and intangible assets of our company from loss, theft, and misuse.
- Puregas does not take political stands. Therefore we do not use the company’s funds or assets to support political campaigns or candidates, or otherwise provide services to political endeavours.

GOVERNANCE

The Board has ownership of the Code and performs content and compliance reviews and it approves the overall company strategy and organization.

Implementation and compliance

This Business Code of Practice summarizes policies common to all companies. Our behaviour is guided by these internal policies, helping us to increase the value of our company. These policies, along with other principles, guidelines, and instructions, are gathered in SHEQ and HR department. An internal database is accessible to all employees through Puregas intranet. Risk assessments in relation to our key stakeholders regarding legal, as well as social and environmental performance, are reported at board meetings. To safeguard the implementation, internal audits are conducted on

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site. For perceived violations of the Business Code of Practice, the immediate manager or his/her manager should be contacted in the first place. Violations are promptly addressed and subject to disciplinary actions.

Policies and Procedures

The Code of Business Conduct does not address all workplace conduct. The Company maintains additional policies and procedures that may provide further guidance on matters in the Code or addresses conduct not covered by the Code.

Ethics & Compliance Office

The Ethics & Compliance Office is managed by our SHEQ department and is available to answer any questions, comments, suggestions and queries about the Code of Business Practice, or to discuss any concerns you may have about potential Code violations. Workers are invited to comment on this policy and suggest ways in which it might be improved.

MONITORING AND REVIEW

The Compliance Manager will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in countering our Code of Ethics.

To contact the Ethics & Compliance Office:

Mr Thomas Xaba

Tel: 011 903-9765 EXT. 17

Email: Thomas@puregas.co.za

Revision history

The following information documents the last changes		
Date	Revised by	Changes
12/05/2016	Thomas Xaba	Changed minimum hiring age for Puregas from 21 years to years.