

TFC CODE OF ETHICS

At **TFC Ltd**, we are committed to maintaining the highest standards of ethics and integrity in all our business activities. This Code of Ethics outlines the principles and guidelines that all directors, employees, and associates must adhere to in our dealings with clients, suppliers, and governmental agencies.

TFC CORE VALUES



Integrity: We conduct our business with honesty, transparency, and fairness.



Respect: We treat all individuals with dignity and respect.



Accountability: We take responsibility for our actions and decisions.



Compliance: We adhere to all applicable laws, regulations, and contractual obligations



Excellence: We strive for the highest quality and continuous improvement in our services.

BUSINESS CONDUCT

Compliance with Laws and Regulations

We comply with all applicable laws and regulations, including those related to governmental procurement, anti-corruption, and anti-fraud. We ensure that all our actions are legal and ethical.

Honest and Fair Dealing

We engage in fair and transparent business practices. We do not engage in deceptive or fraudulent activities, and we represent our products and services truthfully.

Conflict of Interest

We avoid situations where personal interests conflict with our professional duties. Any potential conflicts of interest must be disclosed to the appropriate authority within the company.

PROCUREMENT INTEGRITY

Fair Competition

We compete fairly and do not engage in practices that restrict competition. We respect the competitive bidding process and comply with all relevant procurement regulations.

Confidentiality

We maintain the confidentiality of proprietary and sensitive information. We do not disclose any confidential information obtained through our business relationships unless authorised or required by law.

Anti-Corruption

We do not engage in bribery or corruption. We do not offer, give, solicit, or accept any form of bribe or improper payment to or from any individual or organisation, including government officials.

Transparency and Accountability

We maintain transparency in all procurement processes. We document all procurement activities and decisions to ensure accountability and traceability.

Sustainable Procurement

We prioritise suppliers who demonstrate a commitment to sustainability. We consider the environmental and social impacts of our procurement decisions and seek to minimise negative impacts.

Ethical Sourcing

We strive to ensure that all goods and services are sourced responsibly and ethically. We make every effort to work with suppliers who adhere to ethical labour practices, environmental standards, and fair-trade principles.

CORPORATE SOCIAL RESPONSIBILITY (CSR)**Environmental Responsibility**

We are committed to minimising our environmental impact. We adhere to sustainable practices and comply with environmental regulations.

Community Engagement

We contribute to the communities in which we operate. We support initiatives that promote social well-being and economic development.

Labor Standards

We ensure that our procurement practices uphold fundamental human rights. We do not engage in or support the use of forced, bonded, or involuntary labour. We ensure fair wages and safe working conditions for all workers in our supply chain.

WORKPLACE ETHICS**Equal Opportunity**

We provide equal employment opportunities and do not discriminate based on race, gender, age, religion, or any other protected characteristic.

Safe Work Environment

We maintain a safe and healthy work environment. We comply with all relevant health and safety regulations and promote a culture of safety.

COMMITMENT TO INTERNATIONAL STANDARDS**Quality Management System**

We are committed to achieving ISO 9001 certification and continuously improving our quality management systems to meet international standards.

Sustainability Initiatives

We prioritise sustainability in our operations, focusing on reducing our environmental footprint, sourcing materials responsibly, and supporting local environmental projects.

Training and Development

We invest in the continuous professional development of our employees through training programs on ethics, compliance, procurement best practices, and leadership skills.

Risk Management

We have a comprehensive risk management framework in place to identify, assess, and mitigate risks, ensuring business continuity and minimising potential disruptions.

REPORTING AND ENFORCEMENT

Reporting Violations

We encourage the reporting of any unethical or illegal behaviour. Reports can be made confidentially to [Designated Person/Contact Information].

Enforcement

Violations of this Code of Ethics may result in disciplinary action, up to and including termination of employment or business relationships. We are committed to investigating all reports of violations fairly and promptly.

ACKNOWLEDGEMENT

By conducting business with [Your Company Name], all employees, directors, and associates acknowledge and agree to comply with this Code of Ethics. We are dedicated to upholding these principles and promoting a culture of ethical conduct.

Signatures



Director 1: Name: **Daniel Templeman** Signature: _____ Date: 06/08/2024



Director 2: Name: **Leonie Templeman** Signature: _____ Date: 06/08/2024