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Code of Conduct

Effective Date: 20 July 2024 (**Reviewed on:** 01 March 2025)

1. Purpose

The purpose of this Code of Conduct is to outline the professional and ethical standards expected of all employees, contractors, and representatives of Code and Copy (Pty) Ltd. This ensures a respectful, compliant, and productive workplace that upholds our company values and legal obligations.

2. Scope

This Code applies to:

- All employees (permanent, fixed-term, and part-time)
- Independent contractors, consultants, and interns
- Third-party partners representing Code and Copy

3. Core Values & Expected Behaviour

1. **Integrity and Honesty:** Conduct all business with fairness, honesty, and transparency.
2. **Professionalism:** Maintain high standards of quality and accountability in all work.
3. **Respect:** Treat colleagues, clients, and partners with respect, regardless of background or position.
4. **Confidentiality:** Safeguard company, client, and personal information in line with POPIA and ISO 27001 standards.
5. **Compliance:** Follow all applicable laws, regulations, and company policies.



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4. Workplace Conduct

- Discrimination, harassment, bullying, or offensive behaviour will not be tolerated.
- Maintain a safe, inclusive, and collaborative work environment.
- Avoid conflicts of interest and disclose any potential conflicts to management.
- Use company property, systems, and resources responsibly and only for legitimate business purposes.

5. Information Security & Data Protection

- Comply with the **Information Security Policies & Procedures (ISPP)** and POPIA requirements.
- Do not share passwords or security credentials.
- Report security incidents or data breaches immediately to the **Information Officer (Zander Labuschagne)**.
- Only collect, use, and store personal information as required for your role.

6. Client and Public Interaction

- Represent Code and Copy professionally and respectfully at all times.
- Do not make misleading or unauthorised statements on behalf of the company.
- Maintain the highest level of client confidentiality.

7. Gifts and Favouritism

- Do not accept gifts, favours, or hospitality that may influence or appear to influence business decisions.
- Any gift or hospitality exceeding [insert amount or company guideline] must be declared to management.



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8. Reporting Misconduct

- Report any suspected misconduct, legal violations, or breaches of this Code to management or the Information Officer.
- Reports will be handled confidentially and without retaliation.

9. Disciplinary Action

- Breaches of this Code may result in disciplinary action, including termination of employment or contract, and possible legal consequences.

10. Acknowledgement

By signing below, you acknowledge that you have read, understood, and agree to abide by the Code and Copy Code of Conduct.

Name: _____

Signature: _____

Date: _____