



CODE OF CONDUCT POLICY

SOUTH WESTERN TECHNOLOGIES & OILFIELD SERVICES LIMITED (SWTOSL), employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. To achieve this:

- All employees must protect our company's legality. They shall comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships, and public image.
- All employees shall respect their colleagues. SWTOSL will not allow any kind of discriminatory behavior, harassment, or victimization. Employees shall conform to our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.
- All employees shall treat our company's property, whether material or intangible, with respect and care. Employees shall not misuse company equipment or properties. Shall respect all kinds of incorporeal property. This includes trademarks, copyright, and other property (information, reports etc.) Employees shall use them only to complete their job duties and shall protect company facilities and other material property from damage and vandalism, whenever possible.
- All employees shall act with integrity and professionalism in the workplace and follow our dress code and personal appearance guidelines.
- We discourage employees from accepting gifts from customers or partners. We prohibit bribes for the benefit of any external or internal party.
- All employees shall fulfill their job duties with integrity and respect toward customers, stakeholders, and the community. Supervisors and managers shall not abuse their authority. They shall delegate duties to their team members considering their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.
- Employees shall follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days.
- We expect employees to avoid any personal, financial, or other interests that might hinder their capability or willingness to perform their job duties.

- Employees shall be friendly and collaborative. They shall try not to disrupt the workplace or present obstacles to their colleagues' work.
- All employees must be open for communication with their colleagues, supervisors, or team members.
- We expect employees to not abuse their employment benefits such as time off, insurance, facilities, subscriptions, or other benefits our company offers.
- All employees shall read and follow our company policies. If they have any questions, they shall ask their managers or Human Resources (HR) department.
- All members of staff are therefore advised to adhere strictly to the requirements of this quality policy.



Chris Idisi

Managing Director & CEO

1st March 2021