

CSIR

CODE OF CONDUCT

1. CODE OF CONDUCT

Our values guide our actions and decisions – the way that we do things at the CSIR. All our values and the associated behaviours are important, although some are specifically relevant for stakeholders, as indicated in the table below. Practical guidelines relating to the application of our values in various ethical scenarios are further provided in the subsequent section.

Stakeholder	Customer	Employees	Shareholder	Government	Public	Suppliers
Values						
EXCELLENCE						
Innovation						
Solutions						
Agility						
Quality						
PEOPLE-CENTERED						
Respecting diversity						
Uphold dignity						
Personal development						
Equal opportunity						
INTEGRITY						

Honesty						
Fairness						
Transparency						
COLLABORATION						
Teamwork						
Communication						
Impact						

Critical relevance to stakeholder		Limited relevance to stakeholder	
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As a minimum requirement, the laws of the country should always be upheld and adhered to. In addition, the Code of Conduct, outlined below, should always be consulted to understand what is considered ethical practice, how it applies practically in our everyday working lives, and whether one's actions and behaviours can be considered ethical and compliant.

Where appropriate, reference should be made to a more detailed policy, procedure or guideline. If there is any uncertainty with respect to any of the guidelines in the Code of Conduct and provisions below, CSIR Legal and Compliance, the Company Secretary or a line manager or supervisor can be contacted for clarity.



a. Ethical Behaviour

It is mandatory for all our employees and contracted stakeholders to comply with the Code of Conduct. Should you be in doubt about the application of the Code, discuss the matter with your immediate superior or a Human Resource practitioner in your immediate environment. Alternatively, you can direct queries to CSIR Legal and Compliance at: **EthicsQuery@csir.co.za**

This Code of Conduct will help you to perform your tasks at the CSIR with confidence, in an ethical and irreproachable manner. It will guide and support you in identifying, considering, understanding and appropriately responding to business ethics issues in the workplace. The Code of Conduct should be read in conjunction with the Ethics Statement and all relevant policies and procedures in our organisation providing detailed requirements and guidance on subject-specific matters.

The Code of Conduct addresses a range of common business issues and practices that could present employees with ethical problems and sets out the ethical requirements in dealing with them. These ethical problems and issues are not intended to be an exhaustive list of the ethical dilemmas that you might face, and application of the RIGOUR Framework will also assist in guiding the required approach to ethical issues. Furthermore, the Code of Conduct is not intended to add to or alter the CSIR Conditions of Service or specific policies and procedures approved for the organisation and should be read in conjunction with and as supplementary to such guiding documents. The benefits to employees lie in the provision of clarity and certainty about responsibilities in terms of business ethics.



b. CSIR Core Expectations of Stakeholders

In pursuing the values and principles of the CSIR Ethics Statement, we require our contracted stakeholders to adhere to and be bound by the standards set out in the Ethics Statement.

c. Conduct aligned with pursuing EXCELLENCE

In the pursuit of **EXCELLENCE**, the following conducts are expected:

i. Commitment to Quality

We are committed to the quality and value of its products and services. This is entrenched through the continual improvement of our quality management processes.

The quality and impact of our work is critical to who we are. Sustained performance is part of how we create and build trust with our clients, in each other, and in our communities. We commit to only serve clients that we are competent to serve, who value our service, and who meet the appropriate standards of legitimacy and integrity. Furthermore, we provide only services that we are professionally capable of delivering. Our reputation is defined by trust, integrity



and achieving high-quality sustainable value. Our success is dependent on upholding professional standards, adhering to applicable laws and regulations, and fulfilling ethical obligations while delivering high quality, innovative work. All our employees are required to deliver their duties with this commitment front of mind and to ensure that proposals and commitments extended to external parties are within our sphere of capability.

ii. Commitment to Society

As one of the statutory research councils established by an Act of Parliament, we are bound by the country's legalisation and constitution. We regard ourselves as a responsible corporate citizen whose mandate is defined by the Scientific Research Council Act, 1988 (Act 46 of 1988).

We strive to be a caring and responsible neighbour. Therefore, responsible employees must consult extensively with impacted communities where necessary.

Annually, we build the skills of local entrepreneurs throughout the country by providing business and entrepreneurial skills and support to developing small and medium enterprises, in order to create jobs, promote sustainability and increase wealth.

We also contribute to national policies of procurement and enterprise development by cooperative ventures with small and medium enterprises, and we procure services from suppliers with a strong emphasis on black and female-owned entities.

Our employees are required to be supportive of our initiatives aligned with the organisational guidelines on preferential procurement and small and medium enterprise development and support.

We must all also serve as responsible stewards of the environment and care for the safety and well-being of our colleagues, visitors, tenants, contractors, customers and communities.



iii. Commitment to Safety

We are committed to promoting and ensuring the safety of our employees and other stakeholders in the work environment. Safety is defined to include physical safety and diversity-sensitive, professional security.

Conducting our business in compliance with all Health and Safety laws is crucial to protecting one another from harm. As the CSIR, we must always comply with all relevant Health and Safety laws and policies and never ignore a potential health and safety concern. Employees and stakeholders attending to our sites must ensure that they are fully versed in the health and safety requirements applicable in their assigned working areas and that they strictly adhere to all requirements in the interest of their own health and safety, as well as the health and safety of others.

iv. Environmental Control and Sustainability

We are committed to conducting business in a socially responsible and ethical manner that protects the environment, as well as environmental protection and the preservation of our natural resources. We are also responsible for complying with all applicable environmental laws and regulations. This responsibility is a core foundation of our commitment to environmental sustainability.

We are committed to minimising adverse impacts on the environment and voluntarily subscribes to the most stringent legal prescriptions. Employees, suppliers and contractors are required to ensure the highest possible standards of environmental control. All applicable environmental laws will be complied with, without exception.



d. Conduct aligned with being PEOPLE-CENTERED

By being **PEOPLE-CENTERED**, we commit to the following conducts:

i. Commitment to Employees

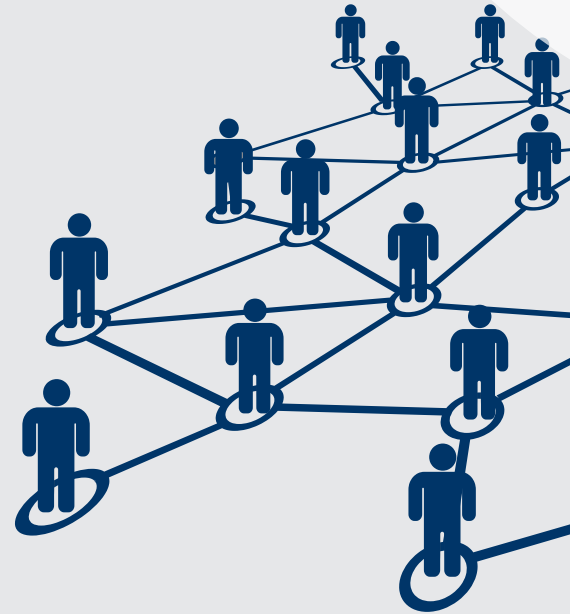
One of our core values is being people-centred. This is reflected in our various Human Capital-related policies, procedures and guidelines and all our employees are encouraged to familiarise themselves with the content of these documents, which provide valuable guidance on behavioural requirements.

As an employer, we are committed to honouring the values of respect, dignity and equal opportunity. We fully subscribes to employee development, participation and empowerment and provides a safe and healthy working environment.

Regular employee satisfaction surveys are conducted to assess employee morale and take remedial action where necessary.

ii. Non-discrimination

No discrimination on any individual or group will be allowed on any arbitrary basis, including, but not limited to, race, gender, sex, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, political opinion, culture, language, marital status or family responsibility. Employees have the right of freedom of association and fair treatment. For all employment-based decisions (such as recruitment, promotion and training), the only legitimate criteria are an individual's performance, capability and potential, subject only to the requirements as prescribed by the CSIR Employment Equity Policy.



iii. Respectful Conduct

At the CSIR, we believe in treating one another with respect, whether you are a co-worker, supplier, customer or anyone doing business with us.

Harassment is conduct that inappropriately or unreasonably interferes with work performance, diminishes the dignity of any person or creates an intimidating, hostile or otherwise offensive working environment, based on an individual's legally protected status.

Verbal, visual or physical conduct of a sexual nature is not acceptable in the workplace and may be determined to be sexual harassment. Examples include:

- Sexual advances;
- Requests for sexual favours;
- Sexually explicit language, inappropriate jokes, remarks about a person's body or sexual activities;
- Displaying sexually suggestive pictures or objects, suggestive looks, leering or suggestive communication in any form; and
- Inappropriate touching, whether welcome or unwelcome.

We also prohibit other forms of harassment based on an individual's legally protected status, such as:

- Using slurs or negative stereotyping;
- Verbal kidding, teasing or joking;
- Intimidating acts, such as bullying or threatening; and
- Any other conduct that shows hostility towards, disrespect for or mistreatment of an individual, based on the individual's legally protected status.

Harassing conduct in the workplace, such as that described above, is prohibited, regardless of whether it is welcome or unwelcome and regardless



of whether the individuals involved are of the same or different sex, sexual orientation, race or other status.

iv. Respectful Communication

At the CSIR, we believe in treating one another with respect, whether you are a co-worker, supplier, customer or anyone doing business with us.

We urge you to be thoughtful in your communications, online and off. Always be courteous and respectful towards co-workers and clients when speaking in public or online forums, use social media or take part in external dialogue.

When expressing views on community or public issues, be very clear when such views are our own and not necessarily ours. When an audience can reasonably expect that you us, state only our view and not your own.

When engaging online, always conduct yourself in a manner that is consistent with our ethics and values. Inappropriate conduct of the type described herein is strictly prohibited, online or otherwise.

v. Immigration Compliance

We strives to comply with the laws and regulations applicable to our activities. Therefore, we will not hire, recruit or refer anyone who is not legally authorised to work in the country in which employment is sought.

It is our responsibility to inspect, verify and document the identity and employment authorisation of every new colleague, including colleagues on global assignment in a country that is different from their home country. We are responsible for re-verifying the continuing employment eligibility of each colleague by requesting further documentation when their initial work authorisation has expired.

All persons whom we hire or send on a global assignment to a country other than their home country must provide proper documentation and verification of



their authorisation to work in the country in which they are to be employed. We require all employment agencies, contractors and others doing business with us to fully comply with all immigration laws.

vi. Personal Relationships

We wish to maintain a working environment in which colleagues can perform effectively and achieve their full potential. We all are responsible for creating a climate of trust and respect, as well as promoting a productive working environment.

A conflict of interest exists when you manage someone with whom you have a family or romantic relationship. A family relationship includes, but is not limited to, the following relatives by birth, adoption, marriage, domestic partnership or civil partnership:

- Your spouse/partner;
- Children;
- Parents;
- Siblings;
- Grandparents;
- Grandchildren; or
- Anyone who is currently a member of your household, whether you are related or not.

It may also include other close personal relationships that can affect your judgement. Even if you are acting properly, your relationship will likely be seen as influencing your judgement. This can damage morale and disrupt workplace productivity.

Therefore, you may not directly or indirectly supervise any family members or any colleague with whom you have a close personal relationship or are romantically



involved. This especially includes situations in which you may be able to influence that colleague's terms and conditions of employment or that colleague may be able to influence the terms and conditions of your employment. We strive to eliminate personal relationships that interfere with work performance or which may constitute harassment. Employees should seek guidance from their line managers or contact Legal and Compliance whenever an issue regarding a personal relationship comes up.

vii. Conditions of Service

All of our employees commit to the CSIR Conditions of Service. This includes – as is required by section 13 of our enabling legislation, being the Scientific Research Council Act – the mandatory transfer of all rights in and to inventions or discoveries, which are created in the course and scope of employment with us, to us to properly protect us and our intellectual capital, and to keep information confidential.

The Conditions of Service, which is agreed to by each employee upon appointment, requires employees to support us, our vision and goals.

viii. Political Involvement

We believe in the country's Constitution and will not willingly and consciously violate its precepts. Individual employees have a right to participate in political processes and activities, provided that these do not deprive the organisation of their contracted services in any way. We will not attempt to influence any such activity, provided that there is no disruption to workplace activities, and it does not contribute to industrial unrest.

Our funds, goods and services must never be used in any way to contribute to political activities.



d. Conduct aligned with acting with INTEGRITY

By valuing **INTEGRITY**, we undertake the following:

i. Confidential and Personal Information

During the course of our work, employees may have access to confidential and personal information, including business plans, financial information, personnel and salary information.

Disclosure of confidential and personal information outside our organisation, especially to competitors, could be harmful to the organisation.

Consequently, confidential and personal information should be used only for the purpose for which it was intended, and respecting the confidentiality of corporate or personal information is an absolute requirement that each employee should comply with, without any exception.

As an employee, you are required to treat all information that you come to know by virtue of your position in in our organisation including, without limitation, information pertaining to us, but that is not in the public domain, in the strictest confidence.

This obligation of confidentiality and privacy continues to bind you even when you are no longer employed by us.

We also respect the privacy and confidentiality of information of our clients and others with whom we do business and we collect, store, use, transmit, and dispose of personal and confidential information in a way that is transparent



and promotes trust. We only gather, uses and keep personal, client, and other confidential information if we have a legitimate reason to do so, and access to this information is provided only as necessary or required by law.

You are forbidden from disclosing or using such information for any purpose whatsoever, other than the business purpose for which it was disclosed to you in the fulfilment of your duties to and position at our organisation.

Subject to the provisions of the South African Promotion of Access to Information Act, 2000 (Act 2 of 2000), the Protection of Personal Information Act, 2013 (Act 4 of 2013) and/or any other applicable law, confidential and personal information concerning other employees, officers or directors should not be disclosed to any external party without that person's consent or as required by law.

If you are uncertain as to whether information is confidential or personal, or the purpose for which any information may be used, you must seek advice from your manager or, ultimately, the Legal and Compliance function.

ii. Intellectual Property Rights

A confidential information category includes our research and development activities, manufacturing methods, patents and product development information. The disclosure of information outside our organisation will only be permitted if it is done by authorised personnel with and in alignment with our approval and authorisation frameworks.

You are required to protect our intellectual property. The property may be in the form of patents, trade secrets, trademarks and copyright.

We reserve our rights to any invention developed by any employee while in our employ whether such invention arises from immediate duties or not. Any such invention must be immediately reported to us and employees are also required to co-operate in the legal protection of such inventions.



iii. Asset Protection (inclusive of physical assets and organisational funds)

Our employees must always ensure that our assets are used only for legitimate organisational business purposes. Where an employee's position requires organisational funds to be spent, it is the individual's responsibility to follow all approval frameworks and apply good judgement on our behalf, as well as ensure that we receive appropriate for such expenditures.

In terms of section 57 of the PFMA, each employee, within the area of his/her responsibility, is responsible for the managing of the organisation's liabilities and for the safeguarding of its assets. Every employee will be held accountable for the care and safe custody of the organisation's assets (including intellectual property rights) placed under such employee's control.

iv. Competitive Information

Although it is appropriate to seek information about the competitive environment from consultants and other experts, we do not contact persons in order to obtain sensitive information or data relating to competitors.

Communication with competitors regarding sensitive competitive information, such as prices, costs, terms and conditions of sale, or decisions on whether to quote or not to quote, may be treated as evidence of an improper understanding or agreement between competitors. This is particularly so if the communication is followed by similar bids, price increases or other competitive actions.

Within the competitive environment of a market economy, we appreciate the opportunity to compete fairly and responsibly. We will not attempt to access any confidential competitor's information, nor will we engage in any activities that would constitute – or could be perceived as – collusion or price-fixing, and all employees are required to strictly adhere to this principle in the execution of their duties.



v. Conflicts of Interest

You as an employee are expected to always act in our best interests in an honest, fair and objective manner and should therefore avoid placing yourself in a position where personal interests may, or may appear to be, in conflict with ours.

We expect our employees not to use their position or knowledge gained through their position within our organisation for private and/or personal gain or to conduct business in such a manner that a conflict or even a perceived conflict arises between our interest and any employee's personal interest.

A conflict between your own interests and ours could result in several situations, including, among others, the following:

- Where you have or acquire an interest in any entity that is not owned or controlled by us, including, without limitation, by being a shareholder, member or director, owner or partner. This includes, but is not limited to, acquiring or intending to acquire an interest in a competitor, supplier and/or a potential vendor. You are required to inform the company if such a conflict exists and when in doubt, you should speak to your line manager to obtain clarity and manage any actual or perceived conflict effectively. This does not apply to investments in shares that are listed on a registered stock exchange.
- Doing business on our behalf with any current or potential supplier, advisor, customer, competitor or business associate of ours in which you, your spouse or close family member has an interest of any nature whatsoever.
- Accepting personal favours or any form of preferential treatment from any current or potential supplier, advisor, customer, competitor or business associate of ours.
- Entering into any agreement, arrangement or understanding with any third party to our detriment.



- Contracting with any third party, that is our current or potential supplier, advisor, customer competitor or business associate in your private capacity or other than as our representative.
- Accepting an assignment for personal gain, the nature of which is similar to the work you do for us.
- Engaging in activities in your private capacity or other than as our representative, which may adversely impact your ability to fulfil your obligations to us whether as an employee, officer or director, with integrity and in our best interest.
- When you, or one of your family members, receives improper personal benefits as a result of your position with us.
- When you are part of a panel required to appoint an applicant or a service provider who is a family member and/or friend.
- Accepting exclusive or preferential discounts from an employee or representative of a supplier or client.
- Dealing directly with or through a spouse or family member who is employed by or representative of a supplier, vendor, client or competitor.
- Soliciting loans from clients or suppliers who are not generally in the business of granting loans to the public.
- Purchasing shares from a supplier on a preferential basis.
- Employing or influencing the employment of a family member or associate working directly in the same reporting line.
- Having outside employment, conflicting shareholdings and/or directorships without written approval as per our declarations requirements.



As an employees, you are required to discuss such situations or any relationship that may give rise to such a situation with your line manager before taking further action. The process entails declaring details of the potential conflict of interest onto the CSIR Declarations System through your Human Resources representative. Your line manager will receive the declaration for a decision to either approve or decline.

A record of both the declaration and decision is maintained by the CSIR Declaration System.

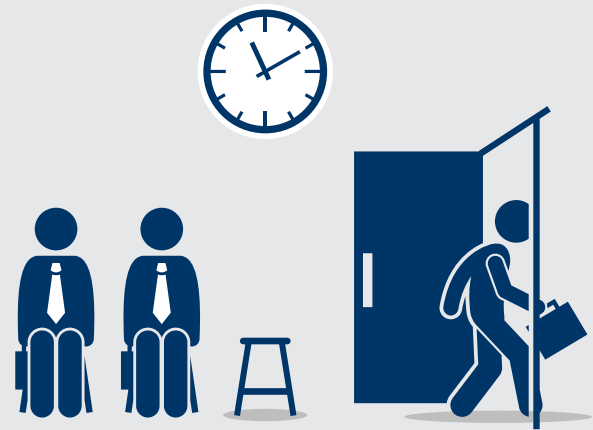
Decisions are monitored by CSIR Legal and Compliance for appropriateness. We will hold the manager and the employee jointly liable should approval be granted, but due care is not taken to ensure that our interests are protected.

vi. Outside Employment and Directorship

While we promote diverse participation by their employees in professional bodies and community organisations, employees should not, without prior authorisation, in terms of the CSIR Conditions of Service, acquire any business interests or participate in any activity outside the organisation that could lead to any of the following:

- An excessive demand of the employee's time and attention, which would deprive us of the employee's best efforts and contracted value in the position employed; and
- A conflict of interest, i.e. an obligation, interest or distraction that would or could interfere or appear to interfere with independent judgement in our best interest.

It is regarded as a contravention of this Policy for employees to take up additional outside employment without prior authorisation in accordance with



our applicable approval frameworks. Employees who are offered Directorship positions outside our organisation are required to seek the Executive's approval prior to accepting any such offer.

The provisions around Outside Work, as contained in the CSIR's Conditions of Service, should be strictly followed at all relevant times by every employee and the required declarations of interest be signed and/or updated annually or immediately whenever a perceived conflict arises.

vii. Corruption, Bribery and Fraud

We do not tolerate any form of illegal activity and will take immediate action against any perpetrator. Illegal activities include, but are not limited to, theft, corruption, bribery and fraud.

According to the Prevention and Combatting of Corrupt Activities Act, 2004 (Act 12 of 2004), the general crime of corruption happens when one person (A) gives (or offers to give) another person in a position of power (B) something to use their power, illegally and unfairly, for the advantage of A (or someone not directly involved).

Bribery, which is considered a form of corruption, is defined as giving or receiving a financial or other advantage in connection with the "improper performance" of a position of trust, or a function that is expected to be performed impartially or in good faith.

Bribery does not have to involve cash, or an actual payment exchanging hands. It can take many forms, such as a gift, lavish treatment during a business trip or tickets to an event.

A facilitation payment is a type of bribe and should be seen as such. A common example is where a government official is given money or goods to perform (or speed up the performance of) an existing duty. Facilitation payments are strictly



prohibited, and they will be considered a breach of this Code of Conduct. Action will be taken against any person offering a facilitation payment on behalf of the Company.

In addition to adherence to South African legislation addressing anti-bribery compliance requirements, we are also mindful of the standards of conduct required of our employees and representatives in their engagements and collaboration with foreign nationals and entities to facilitate compliance with the Foreign Corrupt Practice Act and United Kingdom Bribery Act.

In line with the Prevention and Combating of Corrupt Activities Act, we seek to:

- Create a culture of disclosure among its stakeholders by providing comprehensive statutory guidelines for disclosing such information without fear of reprisal;
- Promote the eradication of criminal and other irregular conduct;
- Provide a consistent approach to the reporting, managing, categorisation and measurement of fraud;
- Improve the ability to proactively identify all criminal activities and, in particular, syndicated/organised criminal activity targeting our organisation by establishing detection and prevention strategies;
- Promote a fraud prevention culture throughout our organisation that comprises fraud training, awareness and communication to all staff, individuals and organisations that it does business with; and
- Adopt a zero-tolerance approach towards fraud and corrupt activities.

Bribery attempts from third parties must be communicated to your manager who must keep and maintain a written record and report the matter to Internal Audit for investigation and recommendation. Any dealings with the party concerned



must be suspended immediately, pending the outcome of the investigation and resultant recommendation.

As an employee, you are not permitted to give, offer, authorise or accept, directly or indirectly, anything of value (such as a bribe or kickback) for the purpose of obtaining an improper personal or business advantage or that might create the appearance of impropriety.

Fraud is when an individual deliberately deceives others in order to secure an unfair or unlawful advantage. It usually involves secretive actions committed on purpose.

Committing any of the above illegal activities is a breach of this Code of Conduct and will result in disciplinary action, which will lead to dismissal, should you be found guilty. In addition, the crime will be reported to the South African Police Service commence criminal prosecution. Should there be a scenario where an existing and/or potential supplier has intended to “bribe” or has bribed our employee, all further business dealings with contractor/supplier will be suspended while management considers appropriate action against the supplier, which includes the right to terminate contractual relations.

viii. Trade Restrictions, Sanctions and Boycotts

Many countries maintain controls on where items or data may be exported to – these are called export controls. Under these laws, an export occurs when a product, service, software or technical knowledge is transferred to another country or to any foreign citizen or representative of another country, regardless of where that person is located.

Exports can also occur when a foreign citizen is given access to controlled information or software through a network, visual inspection or telephone conversation.



Our employees may be exposed to export-controlled items or data while developing software, working with clients or collaborating with third parties.

Some of the strictest export controls are maintained by the United States of America (USA). For example, US export regulations apply to both exports from the USA and exports from other countries, when those products contain US-origin components or technology. Other countries also have strict export control regulations.

To avoid inadvertently acting in contravention of export controls and opening us up to the associated liabilities or fines, it is important to, carefully consider our obligations and those of the customer with respect to export controls early on in any customer engagement.

Export rules are complex and it is advisable to enlist the assistance of the Legal and Compliance function, which has dedicated trade compliance resources to assist and guide your engagements with foreign nationals and foreign entities where any data transfers or exports are likely.

In the course of our work, we may encounter requests to boycott certain countries, companies or other entities. Boycott activity can take the form of refusals to do business with certain groups or requests for information about boycotted entities. We should not cooperate with any boycott that is not initiated by the South African government. This may be considered as an illegal foreign boycott. Be alert of these situations, as these requests may be contained as part of larger documents, such as master service agreements, invoices or statements of work.

If you are involved in the sale, marketing, distribution or transportation of products, or the transfer of technology across international borders, you must:



- Be familiar with and comply with all applicable laws and company policies regarding international trade restrictions;
- Notify the Legal and Compliance function if you receive any requests from customers, suppliers or others to participate in a boycott against individuals, companies or countries; and
- Seek guidance from the Legal and Compliance function if you have a concern about a trade-related issue.

c. Conduct aligned with valuing COLLABORATION

In pursuing **COLLABORATION**, we undertake:

i. Relationships with Customers, Clients and Suppliers

When dealing with clients, customers and suppliers, employees should ensure that they are independent and are seen to be independent from any business organisation that has a contractual relationship with us or that provides goods or services to us.

ii. Relationships with Suppliers, Contractors and Consultants

The following applies particularly to employees who have direct contact with outside suppliers or who are indirectly involved in sourcing, selection, evaluation and procurement.

Purchase contracts and the award of tenders must be made on the basis of quality, service, price (value for money) and availability, and in full compliance with procurement practices, procedures and guidelines. All approved suppliers and



contractors must be of good standing and should have an equal opportunity to compete for our business. Consideration must also be given to the support of equity suppliers and small business development, simultaneously ensuring that the CSIR Procurement Policy is adhered to at all times. Business and personal activities must be kept separate to avoid actual or potential conflicts of interest.

Our purchasing power must under no circumstances be used for personal benefit. Therefore, it would be unethical to seek a concession or benefit of a personal nature from a supplier.

Restricted, proprietary or sensitive information about us may not be revealed to a supplier or potential supplier without proper and prior authorisation.

We will not tolerate any form of improper influence, inducement, bribery or unethical conduct by suppliers or clients. Such conduct will be immediately reported to the relevant employee's supervisor or manager, who, through the involvement of the relevant organisational structures, will institute the appropriate action.

Employees who make or could influence purchasing decisions must not be involved in the solicitation, on behalf of charitable, civic or other organisations, of gifts, money or time from current or potential suppliers.

iii. Payments to Employees by Suppliers, Contractors and Consultants

No contractor, supplier or consultant should make any payment or provide any form of reward to any of our employees to obtain any business or contract, to take any action or in respect of any contract or order awarded, or for any other reason. This could amount to bribery and corruption under certain circumstances and any supplier, contractor or consultant who attempts to embark upon such activities should, without fail, be reported to the CSIR Internal Audit function for investigation.



iv. Payments to Other Persons

Payments for non-commercial purposes may only be made when authorised in advance and in accordance with the CSIR Approval Framework.

v. Solicitation of Payments, Gifts or Loans

Employees may not use their position at our organisation to solicit any form of favour, payment, travel benefit, gifts or loans from suppliers or other stakeholders.

Solicitation places the supplier or stakeholder in a position where he or she feels obliged to provide the favour or gift to avoid losing our business or receiving poor service. These practices are strictly forbidden.

As an employee, you are not permitted to give, solicit or accept, directly or indirectly, favours, gifts or business courtesies that might compromise or be seen to compromise your professionalism or impartiality or which may, in any way, impair your ability to act or be seen to act with integrity and in our best interests. This requirement extends to your immediate family members.

Cash payments, discounts or vouchers, no matter how small, must not be accepted under any circumstances from any of our current or potential supplier, advisor, customer, competitor or business associate.

However, toy are, not precluded from accepting novelty or advertising items of a nominal value, which are widely distributed by the donor e.g. calendars, pens, diaries, ties, etc. Any gift received whose value or perceived value exceeds the stipulated limit must be politely declined and returned, explaining our policy in this regard.

Details of any favour, gift or business courtesy of any nature that you accept, no matter how small, including the items mentioned above must, promptly following receipt, must be declared on the CSIR Gift Declaration portal available at:

http://intraweb.csir.co.za/procurement/gift_register_form.php



You may not accept any favour, gift or business courtesy of any nature or a series of favours or repeated gifts or business courtesies of which the cumulative value exceeds R750 without prior approval, in accordance with the applicable CSIR approval frameworks. In such instances, you are required to politely decline and return the item(s) to the sender.

vi. Entertainment and Hospitality

We recognise that hospitality and social engagement play a valuable role in the building of business relationships; however you are not allowed to provide or accept hospitality which influences or might be seen to influence your integrity, professionalism or judgement in relation to business decisions and relationships.

Any invitations that you accept or provide must be within the limits of reasonableness and good taste, and be consistent with the principles espoused in this document.

The payment or reimbursement of travel, accommodation and/or living expenses should preferably, with the prior written authorisation of your manager, be covered by us and may not be accepted from any of our current or potential supplier, advisor, customer, competitor or business associate, without prior written authorisation from your manager, acting in our best interests. Any such authorisation must be forwarded to the Procurement function for record-keeping purposes.

The acceptance of any invitation whatsoever of hospitality or entertainment must be declared in the CSIR Gift Declaration portal available at:

http://intraweb.csir.co.za/procurement/gift_register_form.php

The manager decision will then either approve or decline said invitation. Examples would include, without limitation, meals; attendance at sporting, social or cultural events and shows; hunting; fishing or any other recreational trips or pursuits.



In addition, the acceptance of any invitation, hospitality or entertainment valued at over R750 (or the local currency equivalent thereof) requires prior written approval from the line manager. If approval is not forthcoming, the employee is required to politely decline the invitation and explain our policy in this regard.

2. RESOLVING ETHICAL DILEMMAS

a. The Use of a Decision-making Framework to Guide the Resolution of Ethical Dilemmas

RIGOUR is our framework to assist in deciding the right thing to do.

Addressing and resolving ethical dilemmas is complex, and the Code of Conduct cannot guide on all issues or situations.

The RIGOUR decision-making framework will assist in guiding thinking when unpacking an ethical dilemma before a decision is made and action is taken. In deciding on a course of action, the steps and questions can help guide your approach.

RIGOUR DECISION-MAKING



01. Recognising - the ethical dilemma/problem

- What dilemma, problem, situation or question are you facing?
- Recognising the ethical decision to be made and avoiding making a rash decision
- Example - My problem is that I cannot afford to buy printer ink, and I have the same printer at home as at work.
- Since I do some work at home, it seems fair that I can take home the printer ink.

02. Investigating - the situation and facts

- What is the goal you are trying to achieve?
- What facts are available to you and are they from a reliable source?
- Example - If I take the ink home, it is to support an organisational output which is my primary goal.
- It has occurred due to the fact I have so much work that I need to take some of it home, and often I need to print at home.
- My kids could use the same printer for school assignments.

01

RECOGNISING

Recognising the Ethical
Dilemma/Problem



02

INVESTIGATE

Investigating the
Situation and Facts

03. Gathering - all the information

- Look at all possible information that will inform your decision.
- How does your goal compare possible outcomes.
- Example - the amount of printing I actually do at home is very limited.
- My kids print a lot more than me and will likely abuse it.
- The company is regularly exceeding its printing cost budget.

04. Options - considering the options and courses of action available

- Look at the possible information that will inform your decision
- Example - My intention is to use the ink for work purposes only.
- Could I restructure my work schedule and planning to do all my printing at the office.
- Would the company contribute to my home expenses if I motivated the need

03 GATHERING

Gathering All
Information



04 OPTIONS

Considering the Options
and Courses of Action
Available

05. Understanding - understand the impact and possible consequences of the various decisions/actions

- Example - If I take home this ink, my intention may show I am disloyal to the company and do not respect company policies.
- The decision could injure my company and myself, in that if I get caught, I may get in trouble. This could result in a loss of respect for me at work.
- If I am allowed to take this ink home, others may feel the same, and that means the company is spending a lot of money on printer ink for the people's home use.

06. Reporting and communicating - communicate the dilemma, the impacts it has and how it could be addressed and seek guidance

- Example - An exception might be ok if I ask permission first.
- If I am not given permission, I can work within my supervisor to find a way to get my work done without having a printer cartridge at home.
- My communication and reporting could assist in formalising a solution for others who experience a similar dilemma.

05 UNDERSTANDING

Understanding the
Impact and Consequences of your
Decision and Action



06 REPORTING

Reporting and
communicating

