



# Ethics and Integrity Policy

Alide Hire Services requires all its group companies to adopt a business ethics policy. Alide Hire Services requires that you carry out your duties and conduct the business of Alide Hire Services in accordance with the highest ethical and legal standards.

The purpose of this policy is to remind you that Alide Hire Services has always required and will continue to require you to observe the ethical and legal standards applicable to Alide Hire Services business.

The policy does not summarise or refer to all laws and ethical rules that govern your conduct. Rather, the policy describes at a minimum the conduct expected of employees.

Other purposes of the policy are to protect Alide Hire Services from criticism and litigation and to preserve and enhance Alide Hire Services reputation as a good corporate citizen.

The policy is also to advise employees that whenever they become aware of occurrences that raise ethical or legal concerns you should contact the Managing Director or the HR Consultant

## Business Ethics

While it is not practical to list all ethical considerations applicable to employees, it is obvious that employees should treat all Alide Hire Services customers and the customers' account holders or shareholders as well as all Alide Hire Services suppliers honestly and fairly. The highlights of certain other ethical considerations follow.

## Avoiding a Conflict of Interest

You must act in the best interests of Alide Hire Services to the exclusion of personal advantage, avoiding situations which do, may, or even appear to involve a conflict between your personal interests and Alide Hire Services interests. Such situations include without limitation the following:

- An employee owning a significant financial interest in any outside enterprise which is a competitor of or does or seeks to do business with Alide Hire Services
- An employee acting for the benefit of a third party in transactions involving Alide Hire Services or its interests
- An employee accepting entertainment or gifts or participating in acts of hospitality that may compromise the integrity of the employee, Alide Hire Services or any other person or entity

## Proper Accounting

Alide Hire Services has certain prescribed accounting and reporting procedures, including procedures for expense accounts and other payment systems, which must be adhered to.

In all accounting records and reports as well as supporting documentation, you must accurately reflect and describe corporate transactions. You must not falsify or alter the recordation of data to conceal or distort assets, liabilities, revenues, expenses, or performance measures.



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