

Code of Conduct.**1: Introduction.**

- a) RCL communicates our mission, vision, strategy, policies & procedures to all employees.
- b) RCL is committed to equality in employment opportunities & rewards, embracing wholeheartedly, the cultural diversity within the community.

2: Work ethic.

All employees are responsible for the quality of their work & implementation of the policies & procedures applicable for processes they perform.

3: Safety.

Employees are expected to follow health & safety guidelines & procedures & to be aware of & report any potential hazards.

4: Confidentiality.

All staff keep confidential all information obtained during the performance of the company's duties, except as required by law.

5: Standards of personnel conduct.

Employees are expected to act in a courteous, respectful manner at all times when dealing with fellow employees, suppliers, subcontractors, customers & the general public.

RCL has a ZERO tolerance policy for discriminatory behavior, harassment or victimisation.

Employees are expected to conform with RCL equal opportunity policy in all areas of their work, including hiring, performance evaluations & personal communications.