

	Petrobuild	POLICY
	CODE OF CONDUCT	2026.01

CODE OF CONDUCT POLICY

1. Purpose

The purpose of this Code of Conduct is to define the ethical standards, values, and behaviors expected of all employees, contractors, and stakeholders of Petrobuild (Pty) Ltd. This policy ensures that all business activities are conducted with integrity, professionalism, and in compliance with applicable laws and regulations.

2. Scope

This Code applies to:

- All employees (permanent, temporary, and contract)
- Directors and management
- Consultants, suppliers, and business partners acting on behalf of Petrobuild

3. Our Core Values

At Petrobuild, we are committed to:

- Integrity – Acting honestly and transparently at all times
- Safety – Prioritizing health, safety, and environmental responsibility
- Respect – Treating all individuals fairly and with dignity
- Accountability – Taking responsibility for our actions
- Excellence – Delivering high-quality services and solutions

4. Compliance with Laws and Regulations

All employees must comply with:

- South African laws and regulations
- Industry standards and best practices
- Internal company policies and procedures

Non-compliance may result in disciplinary action.

5. Ethical Business Conduct

Employees must:

- Act honestly and in the best interests of Petrobuild
- Avoid fraud, corruption, and unethical practices
- Maintain accurate and truthful records
- Protect company assets and resources

6. Anti-Bribery and Corruption

Petrobuild has a zero-tolerance approach to bribery and corruption:

- No employee may offer, give, solicit, or accept bribes or improper payments



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Info@petrobuild.co.za



147 Lavender Road, Johannesburg, RSA



Avenue NADIA WETU, Quartier Joli Site Cité
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- Gifts and hospitality must be reasonable, transparent, and approved where required
- Any suspicious activity must be reported immediately

7. Conflict of Interest

Employees must:

- Avoid situations where personal interests conflict with company interests
- Disclose any potential or actual conflicts to management
- Not use their position for personal gain

8. Workplace Conduct

Petrobuild is committed to a professional and respectful workplace:

- No discrimination, harassment, or bullying will be tolerated
- Equal opportunity is provided to all employees
- Diversity and inclusion are supported

9. Health, Safety, and Environment (HSE)

All employees must:

- Follow all HSE policies and procedures
- Report unsafe conditions immediately
- Act in a way that protects people, property, and the environment

Safety is everyone’s responsibility.

10. Confidentiality and Data Protection

Employees must:

- Protect confidential company and client information
- Not disclose sensitive information without authorization
- Comply with data protection laws (including POPIA)

11. Use of Company Assets

Company resources must be used responsibly:

- For legitimate business purposes only
- Protected against misuse, theft, or damage
- Including vehicles, equipment, systems, and information

12. Reporting Misconduct

Employees are encouraged to report any:

- Violations of this Code
- Unethical or illegal behavior



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- Safety concerns

Reports can be made to management or through designated reporting channels. All reports will be treated confidentially, and retaliation will not be tolerated.

13. Disciplinary Action

Failure to comply with this Code may result in:

- Disciplinary action
- Termination of employment or contract
- Legal action where applicable

14. Acknowledgment

All employees are required to:

- Read and understand this Code of Conduct
- Acknowledge their commitment to comply with its principles

15. Review and Updates

This policy will be reviewed periodically to ensure alignment with legal requirements and company objectives.

Approved by: Bonita Botha

Position: General Manager

Date: 1 March 2026



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