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Company Address:
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CODE OF CONDUCT

1. Introduction

1.1 Terms herein shall have the same meaning as in the Constitution of the South African Photovoltaic Industry Association (the "**Constitution**").

1.2 Where there is conflict between this code of conduct (this "**Code**") and the Constitution, the Constitution shall prevail.

2. Primary objective

The primary object of this Code is the establishment of an acceptable standard of conduct, which is consistently recognised and upheld by all members (the "**Members**") of the South African Photovoltaic Industry Association ("**SAPVIA**").

3. Application

3.1 This Code shall be applicable to all Members.

3.2 Members must ensure that this Code is maintained.

3.3 Members who transgress this Code shall be subject to disciplinary action, subject to the provisions of the Constitution.

4. Standard of conduct

4.1 A Member shall not engage in any manner or form in any corrupt or dishonest activity.

- 4.2 A Member shall maintain the highest ethical standards in all its endeavours including advertising, selling, installation and/or service, guided by the principles of honesty and integrity. In addition, a Member shall ensure the safety, health and welfare of the public in the conduct of its business.
- 4.3 A Member shall not conduct itself in a deceptive manner in its solicitation of solar or any other work directly or indirectly related thereto.
- 4.4 A Member shall provide services, and/or design any goods, and generally conduct itself, in compliance with all applicable laws, regulations, appropriate standards and codes.
- 4.5 A Member shall quote realistic price and completion date estimates, and barring any unforeseeable factors, shall endeavour to meet these estimates as far as possible.

5. **Professionalism**

- 5.1 A Member shall conduct itself in a professional manner when acting for a client.
- 5.2 A Member shall employ knowledgeable sales personnel, who are appropriately trained in the products and/or services being marketed by that member to clients.
- 5.3 A Member shall admit and accept its error either upon being proven wrong or upon realising its own mistake and take appropriate action to correct such error always being guided by the utmost good faith toward those with which the Member deals.

6. **Honesty and integrity**

- 6.1 A Member shall not falsify or misrepresent their professional qualifications including any license status, experience, capacity, rating in the industry and any other significant information.

6.2 A Member shall present the capabilities, expertise, experience, performance, and/or products and systems in offer, in a manner which is understandable to its clients, and shall present such information honestly.

6.3 A Member shall uphold the highest standard of integrity and honesty in all its professional dealings.

7. Acting within expertise

7.1 A Member shall not perform contracting services in an area of expertise other than its own.

7.2 A Member shall not sign any plans or documents dealing with a subject matter in which it lacks competency.

8. Working environment

A Member shall observe and foster the highest standard of safety and working conditions for employees and shall strive to go beyond the minimum standards of safety and working conditions fostering a pleasant working environment.

9. Obligations to other Members and firms

9.1 A Member shall neither intentionally nor negligently, neither directly nor indirectly, injure the professional reputation and practices of other Members and shall neither intentionally nor negligently criticise other Members using false information.

9.2 A Member shall refrain from attempting to attract an employee from both other Members and firms that are not Members, by false or misleading representations to such employees or employers as the case may be.

10. Interest of the industry

10.1 A Member shall actively participate in the training of people to meet the necessary professional standards for the future welfare of the solar energy industry.

- 10.2 A Member shall conduct itself as far as possible in a manner, which strives to extend public knowledge and appreciation of solar energy systems, its achievements and effect on the environment and to protect the solar energy profession from misrepresentations and misunderstandings.
- 10.3 A Member shall not act in a manner likely to discredit the profession as well as the industry or deceive the public.

11. Prescribed social and ethical commitments

A Member must comply with the following social and ethical commitments:

- 11.1 the ten United Nations Global Compact Principles, as set out in annexe A;
- 11.2 the OECD recommendations regarding corruption, as set out in annexe B; and
- 11.3 transformation, which should be guided by both the requirements and recommendations in relation to employment equity legislation and the black economic empowerment legislation and codes that may apply to the Member, as far as possible.

United Nations Global Compact

1.1.1 Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses.

1.1.2 Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

1.1.3 Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

1.1.4 Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

OECD recommendations on corruption:

Enterprises should not, directly or indirectly, offer, promise, give, or demand a bribe or other undue advantage to obtain or retain business or other improper advantage.

Enterprises should also resist the solicitation of bribes and extortion. In particular, enterprises should:

1. Not offer, promise or give undue pecuniary or other advantage to public officials or the employees of business partners. Likewise, enterprises should not request, agree to or accept undue pecuniary or other advantage from public officials or the employees of business partners. Enterprises should not use third parties such as agents and other intermediaries, consultants, representatives, distributors, consortia, contractors and suppliers and joint venture partners for channelling undue pecuniary or other advantages to public officials, or to employees of their business partners or to their relatives or business associates.
2. Develop and adopt adequate internal controls, ethics and compliance programmes or measures for preventing and detecting bribery, developed on the basis of a risk assessment addressing the individual circumstances of an enterprise, in particular the bribery risks facing the enterprise (such as its geographical and industrial sector of operation). These internal controls, ethics and compliance programmes or measures should include a system of financial and accounting procedures, including a system of internal controls, reasonably designed to ensure the maintenance of fair and accurate books, records, and accounts, to ensure that they cannot be used for the purpose of bribing or hiding bribery. Such individual circumstances and bribery risks should be regularly monitored and re-assessed as necessary to ensure the enterprise's internal controls, ethics and compliance programme or measures are adapted and continue to be effective, and to mitigate the risk of enterprises becoming complicit in bribery, bribe solicitation and extortion.
3. Prohibit or discourage, in internal company controls, ethics and compliance programmes or measures, the use of small facilitation payments, which are generally illegal in the countries where they are made, and, when such payments are made, accurately record these in books and financial records.
4. Ensure, taking into account the particular bribery risks facing the enterprise, properly documented due diligence pertaining to the hiring, as well as the appropriate and regular oversight of agents, and that remuneration of agents is appropriate and for legitimate services only. Where relevant, a list of agents engaged in connection with transactions with public bodies and State-owned enterprises should be kept and made available to competent authorities, in accordance with applicable public disclosure requirements.
5. Enhance the transparency of their activities in the fight against bribery, bribe solicitation and extortion. Measures could include making public commitments against

bribery, bribe solicitation and extortion, and disclosing the management systems and the internal controls, ethics and compliance programmes or measures adopted by enterprises in order to honour these commitments. Enterprises should also foster openness and dialogue with the public so as to promote its awareness of and cooperation with the fight against bribery, bribe solicitation and extortion.

6. Promote employee awareness of and compliance with company policies and internal controls, ethics and compliance programmes or measures against bribery, bribe solicitation and extortion through appropriate dissemination of such policies, programmes or measures and through training programmes and disciplinary procedures.
7. Not make illegal contributions to candidates for public office or to political parties or to other political organisations. Political contributions should fully comply with public disclosure requirements and should be reported to senior management.

I have read and accept the terms and conditions of the SAPVIA Code of Conduct

Authorisation		
Name: _____	Date: _____	Signed: _____