Cylinder Works Limited is committed to upholding the highest standards of integrity, professionalism, accountability and ethical conduct in all its business operations. We recognize that our employees, contractors and representatives play a vital role in maintaining the Company's reputation, achieving customer satisfaction and promoting responsible business practices.

This policy establishes the standards of behavior expected of all employees, contractors and representatives of Cylinder Works Limited in their dealings with colleagues, clients, suppliers, stakeholders and the wider community. All persons working on behalf of the Company shall uphold the following principles:

- Conduct all business activities with honesty, transparency, fairness and accountability, exercising due care, diligence and professionalism in the performance of assigned duties.
- Comply with all applicable laws, regulations, statutory requirements, Company policies, procedures and lawful instructions.
- Uphold the dignity and fundamental rights of all individuals, promoting equal opportunity and a workplace free from discrimination, harassment, intimidation and retaliation.
- Prioritize occupational health and safety, protect the environment and comply with established safety and environmental procedures in all activities.
- Protect confidential information, intellectual property and Company assets, and ensure that funds, equipment and facilities are used responsibly and exclusively for authorized purposes.
- Avoid actual, potential or perceived conflicts of interest and promptly disclose any personal or business interests that may compromise impartiality or the Company's interests.
- Neither offer nor accept bribes, improper payments or inducements. Employees shall not offer or accept money or inappropriate gifts intended to influence business decisions or transactions.
- Promote fair competition and ethical dealings with clients, suppliers and other stakeholders while avoiding fraudulent, deceptive or unlawful business practices.
- Foster mutual respect, cooperation, courtesy, open communication and constructive feedback at all levels of the Organisation.
- Promote excellence in workmanship, service delivery and customer relations while protecting the Company's reputation and interests.
- Promptly report suspected unethical conduct, violations or breaches of this policy through the appropriate management channels. Reports made in good faith shall be treated confidentially and without retaliation.

All employees, contractors and representatives are responsible for understanding and complying with this policy. Any breach may result in appropriate disciplinary or contractual action, up to and including termination of employment or engagement, in accordance with applicable laws and Company procedures.

Management shall ensure that this policy is communicated, implemented and reviewed at least annually to maintain its continued suitability and effectiveness.

This policy shall be reviewed on an annual basis.

Approved By:

Michael Njoroge,
MD, Cylinder Works Limited.

CYLINDER WORKS LTD.
P.O. Box 591 - 00232
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