



Code of Ethics & Professional Conduct

Introduction:

JB Dondolo is committed to conducting its business in an ethical and professional manner. The company is dedicated to delivering high-quality products and services to its customers while maintaining the highest standards of integrity, honesty, and fairness. This Code of Ethics and Professional Conduct policy outlines the values and principles that guide our business practices and the behavior expected of all employees and stakeholders.

Scope:

This policy applies to all employees, contractors, vendors, and partners who represent JB Dondolo in any capacity.

Values and Principles:

Integrity: We are committed to the highest standards of honesty, transparency, and accountability. We will not compromise our integrity for personal gain, and we will always act in the best interests of our customers and stakeholders.

Respect: We value diversity and treat all individuals with dignity and respect. We will not discriminate against anyone on the basis of race, ethnicity, gender, religion, age, disability, or any other characteristic.

Responsibility: We take responsibility for our actions and decisions. We will comply with all laws, regulations, and policies that govern our business, and we will take proactive steps to prevent misconduct.

Excellence: We strive for excellence in everything we do. We will deliver high-quality products and services to our customers and continuously improve our processes and operations.

Sustainability: We are committed to sustainable business practices that protect the environment and support the communities we serve.

Code of Conduct:

Conflict of Interest

- a. Employees must avoid conflicts of interest that may compromise their ability to act in the best interests of the company.
- b. Employees must disclose any potential conflicts of interest to their supervisor or the HR department.

Confidentiality and Privacy

- a. Employees must maintain the confidentiality and privacy of sensitive information related to the company, its customers, and stakeholders.
- b. Employees must follow all applicable laws and regulations related to the collection, use, and protection of personal information.

Anti-discrimination and Harassment

- a. Employees must treat all individuals with respect and dignity and must not discriminate against anyone on the basis of race, ethnicity, gender, religion, age, disability, or any other characteristic.
- b. Employees must not engage in any form of harassment, including sexual harassment, bullying, or intimidation.

Use of Company Resources

- a. Employees must use company resources, including time, equipment, and materials, only for legitimate business purposes.
- b. Employees must not use company resources for personal gain or engage in any activities that may harm the company's reputation or interests.

Compliance with Laws and Regulations

- a. Employees must comply with all applicable laws, regulations, and company policies related to their job duties and responsibilities.
- b. Employees must report any suspected violations of laws or regulations to their supervisor or the HR department.

Enforcement:

Violations of this Code of Ethics and Professional Conduct policy will not be tolerated. The company reserves the right to take disciplinary action, including termination of employment, against any employee or stakeholder who violates this policy.

Conclusion:

JB Dondolo is committed to conducting its business in an ethical and professional manner. This Code of Ethics and Professional Conduct policy outlines the values and principles that guide our business practices and the behavior expected of all employees and stakeholders. We will continue to review and update this policy to ensure that it remains effective and relevant to our business operations.