



Ekurhuleni Housing Company

GENERAL CODE OF CONDUCT

1. PUBLISHED POLICIES

All employees shall comply with the published policies applicable to their employment with Ekurhuleni Housing Company.

2. CONFIDENTIALITY

- 2.1. No employee shall, unless duly authorized or instructed by the Chief Executive Officer, divulge, publish, or communicate with the press;
- 2.2. No employee shall, unless duly authorized or instructed by the Managing Director divulge publish or communicate any information or document concerning the Company or any of its activities which was gained or came into his/her possession in the course of his employment, except insofar as it may be required for the proper discharge of his official duties or performance of his functions, and then only to persons entitled to receive it.

3. CHANGE OF PARTICULARS

Every employee shall notify the HR Department or their immediate superior of their residential address and home telephone number, if any, and of any changes thereto within 14 days.

4. COMPANY PROPERTY

Except in the discharge of his official duties, an employee shall not use or cause to be used property or goods of the Company or remove or cause them to be removed from the Company premises without prior approval of the CEO.

5. DECLARATION OF GIFTS

No employee may receive any gift or valuable from or on account of any person or persons who either have or seeks to have any business relations with the Company. Should gifts and valuables be given to employees of the Company, such gifts and valuables should be declared to the CEO, who will apply their discretion. Upon receipt, the CEO will record such gifts and valuables in a register.

6. COPYRIGHT ACT

Every employee shall assign to the Company his copyright in all works to which the Copyright Act, 98 of 1978 (as amended) is applicable, produced or to be produced by such an employee in the course of his employment and shall for this purpose sign a document of assignment in terms of section 22 (3) of the said Act. For this section, "course of his employment" shall mean work which forms part of the regular work for which the employee has been appointed.

7. NON-DISCRIMINATION

Employees shall not be unfairly discriminated against either directly or indirectly by the Company or amongst each other on the grounds of race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age disability, religion, conscience, belief, culture, language or birth.

8. MONITORING AND EVALUATION OF POLICY

8.1. Policy Audit

A periodic audit will be conducted either by the HR Manager when deemed necessary or as required by the company to ensure the appropriate application and compliance with the Policy.

8.2. Policy Review

This policy is subject to annual review or whenever necessary by EHC to ensure it remains aligned with prevailing resolutions, regulations, and market conditions.

8.3. Policy Amendments

No amendment (s) may be made to any section of this policy without such amendment (s) first being consulted with the relevant employees and management; and duly approved and signed by the Chief Executive Officer and the chairperson of REMCO.

8.4. Policy Monitoring and Evaluation

The HR Business Unit will play a monitoring and evaluation role to determine whether the approved policy provisions are put in place in each Business Unit within EHC as well as ensure legislative compliance.

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ACKNOWLEDGEMENT OF RECEIPT

I, _____ fully understand and accept the above policy that
has been explained to me.

Employee

Manager

Witness

Date