



40.0 Business Ethics Policy

Policy Statement:

This policy outlines the ethical standards and principles that guide the business practices of NAPL to ensure integrity, transparency, and accountability in all our operations.

1. Core Values

- Integrity: Conduct all business activities with honesty and integrity.
- Transparency: Maintain openness and transparency in all communications and transactions.
- Accountability: Take responsibility for our actions and decisions.

2. Legal and Regulatory Compliance

- Anti-Bribery and Corruption: Prohibit all forms of bribery, corruption, and unethical practices.

3. Fair Business Practices

- Fair Competition: Engage in fair competition and avoid any anti-competitive behaviour.
- Respect for Intellectual Property: Respect and protect intellectual property rights.

4. Confidentiality and Data Protection

- Confidential Information: Protect confidential information and use it only for legitimate business purposes.
- Data Privacy: Ensure the privacy and security of personal data in compliance with data protection laws.

5. Conflict of Interest

- Avoidance: Avoid situations where personal interests' conflict with company interests.
- Disclosure: Disclose any potential conflicts of interest to the appropriate authority.

6. Workplace Conduct

- Respect and Dignity: Treat all employees, clients, and stakeholders with respect and dignity.
- Non-Discrimination: Foster a workplace free from discrimination and harassment.
- Health and Safety: Commit to providing a safe and healthy working environment.

7. Environmental Responsibility

- Sustainable Practices: Implement sustainable business practices to minimize environmental impact.
- Resource Efficiency: Use resources efficiently and responsibly.

8. Reporting and Accountability

- Whistleblower Protection: Provide a safe mechanism for reporting unethical behaviour without fear of retaliation.
- Investigation and Action: Investigate all reports of unethical behaviour and take appropriate corrective actions.

9. Continuous Improvement

- Training and Awareness: Provide ongoing training on ethical standards and raise awareness among employees.