CODE OF CONDUCT

Intelligent Automation Hub (Pty) Ltd
("iAhub")**

Effective Date: November 2025
Version: 1.0
Applies to:
All employees, executives, contractors, temporary staff, suppliers, business partners, subcontractors, resellers, and any third party acting on behalf of Intelligent Automation Hub.

1. Purpose of This Code

This Code of Conduct ("Code") sets out the ethical, legal, and professional standards required of all individuals and entities representing **Intelligent Automation Hub (Pty) Ltd** ("iAhub").

Its purpose is to:

- Promote responsible, ethical, and professional behaviour
- Protect the company, its clients, its reputation, and stakeholders
- Ensure compliance with applicable South African laws, including:
    - Companies Act 71 of 2008
    - POPIA (Protection of Personal Information Act 4 of 2013)
    - PAIA
    - Labour Relations Act
    - Basic Conditions of Employment Act
    - Prevention and Combating of Corrupt Activities Act
    - Occupational Health and Safety Act
- Align to international best practices for integrity, fair business conduct, labour rights, anti-corruption, and human rights

All persons acting on behalf of iAhub **must read, understand, accept, and comply with this Code**. Breaches may result in disciplinary action, contract termination, or legal action.

2. Core Ethical Standards

All individuals representing iAhub must:

- Act honestly, professionally, and with integrity
- Comply with all laws, regulations, and internal policies
- Treat colleagues, customers, partners, and the public with respect

- Protect iAhub's reputation and assets
- Avoid behaviour that conflicts with the interests of the company
- Report suspected misconduct immediately

3. Anti-Bribery & Anti-Corruption

iAhub enforces a **zero-tolerance** approach to bribery and corruption in all forms.

Prohibited Conduct

You may **not**, directly or indirectly:

- Offer, give, solicit, request, or accept **anything of value** to improperly influence a business decision
- Offer gifts, payments, sponsorships, favours, travel, or hospitality in return for business advantage
- Make facilitation payments (illegal under South African law)
- Use agents or intermediaries to bypass anti-corruption rules

Government Officials

Special caution must be exercised when dealing with:

- Government departments
- SOEs and their employees
- Regulators
- Municipal officials

No benefit of any kind may be offered in exchange for favourable treatment.

Third-Party Responsibility

Suppliers, resellers, subcontractors, and partners must uphold the same anti-corruption standards.

4. Gifts, Benefits & Hospitality

Gifts, hospitality, or promotional items must:

- Never influence business decisions
- Never be excessive or inappropriate
- Never include cash or cash equivalents
- Be declared to iAhub management if in doubt

If a gift creates a sense of obligation, it **must be declined**.

5. Conflicts of Interest

A conflict exists when personal, financial, or relational interests interfere with iAhub's interests.

You must disclose any:

- Financial stake in a supplier or partner
- Close relationship with a person or business interacting with iAhub
- Side activities or employment that may conflict with your duties

Undisclosed conflicts will be treated as misconduct.

6. Accurate Books, Records & Reporting

All information, financial or otherwise, must be:

- Accurate
- Complete
- Truthful
- Timely
- Compliant with legal and internal requirements

No:

- False entries
- Misleading reports
- Unrecorded transactions
- Use of personal funds to bypass approval processes

Fraud is grounds for immediate disciplinary action and criminal prosecution.

7. Anti-Money Laundering

iAhub prohibits:

- Concealing or disguising the origin of funds
- Participating in transactions involving illegally obtained money
- Assisting third parties in money-laundering or terrorism financing activities

All suspicious behaviour must be reported.

8. Data Protection, Privacy & Confidentiality (POPIA)

All personal and confidential information must be processed in accordance with **POPIA** and iAhub's Data Protection Framework.

Prohibited:

- Sharing confidential data with unauthorised parties
- Extracting or storing client or employee data for personal use
- Using company systems to access data without approved purpose

Required:

- Protect sensitive data at all times
- Use only approved systems and storage
- Report any data breaches immediately to the Information Officer

Information Officer: charles@aihub.ai

9. Fair Labour Practices & Human Rights

iAhub is committed to fair, equal, and lawful employment practices.

Prohibited:

- Forced labour or involuntary work
- Child labour (as defined by South African law)
- Discrimination based on race, gender, religion, age, disability, pregnancy, sexual orientation, nationality, language, or political belief
- Harassment, bullying, or victimisation

Required:

- Respect for human rights
- Equal opportunity hiring
- Fair treatment aligned with SA labour law
- Freedom of association and union membership

10. Health, Safety & Environmental Responsibility

iAhub strives to provide a safe, healthy, and legally compliant working environment.

Employees and partners must:

- Follow occupational health and safety rules
- Report unsafe conditions immediately
- Ensure work practices minimise harm to people or the environment

Workplace safety applies whether work is performed:

- On client premises
- At iAhub offices
- Remotely or off-site

11. Use of Technology, Systems & Company Assets

iAhub assets—including laptops, software, emails, networks, and intellectual property—must be used responsibly.

Prohibited:

- Unauthorised system access
- Installing unlicensed or harmful software
- Using systems for illegal or unethical purposes
- Sharing login credentials
- Copying or misusing company IP or client IP

All activities may be monitored for compliance and cybersecurity purposes.

12. Respectful Conduct & Professional Behaviour

All individuals must:

- Treat others with dignity and respect
- Avoid aggressive, abusive, or inappropriate behaviour
- Act professionally at all times
- Maintain good communication with clients and colleagues

Harassment and discrimination are strictly prohibited.

13. Working With Clients & Suppliers

When representing iAhub:

- Maintain professionalism and fairness
- Honour commitments made
- Protect iAhub's reputation and commercial interests
- Avoid misrepresentation
- Respect contractual rights and intellectual property

14. Environmental Responsibility

iAhub encourages environmentally responsible behaviour, including:

- Reducing waste
- Conserving energy and water
- Using digital processes where possible
- Complying with environmental laws

15. Reporting Misconduct

All employees, contractors, and partners have a **duty to report** unethical or unlawful behaviour.

Report concerns to:

Email: compliance@iahub.ai
Information Officer: charles@aihub.ai

Anonymous reporting channels may also be created as needed.

No Retaliation

iAhub prohibits retaliation against anyone who reports misconduct in good faith.

16. Consequences of Violations

Breaches of this Code may result in:

- Formal warning
- Suspension
- Termination of employment or contract
- Permanent removal from supplier/vendor roles
- Civil claims
- Criminal charges

The disciplinary outcome will depend on the severity of the violation.

17. Code Governance & Updates

This Code is reviewed periodically to:

- Stay aligned with South African legislation
- Reflect changes in business operations
- Incorporate updates in ethical standards

- Support continuous organisational improvement

ACKNOWLEDGEMENT

All individuals working with or for iAhub must sign an acknowledgement confirming:

- They have read and understood the Code
- They agree to comply
- They understand the consequences of non-compliance