



CODES OF CONDUCT

1. INTRODUCTION

At **Vitaseed Oil Mills Limited**, we are committed to upholding the highest ethical, professional, and legal standards in our operations. This **Code of Conduct** serves as a guiding framework for our employees, management, business partners, and stakeholders to ensure integrity, transparency, and accountability in all our dealings.

2. SCOPE

This Code applies to all employees, directors, contractors, suppliers, and any other parties associated with Vitaseed Oil Mills Limited.

3. CORE VALUES

Integrity: We uphold honesty and ethical behavior in all our activities.

Quality: We ensure that our products and services meet the highest standards.

Sustainability: We prioritize environmental conservation and responsible sourcing.

Respect: We treat all stakeholders with dignity and fairness.

Innovation: We continuously seek improvements in our operations.

4. PROFESSIONAL CONDUCT

- i. Employees must conduct themselves professionally and in accordance with company policies.
- ii. Confidential information must not be disclosed without authorization.
- iii. Workplace conflicts should be resolved through appropriate channels.

5. COMPLIANCE WITH LAWS & REGULATIONS

- i. All employees and stakeholders must comply with Kenyan laws and international standards relevant to our industry.
- ii. Any violations must be reported to the appropriate authority within the company.

6. ANTI-CORRUPTION & ANTI-BRIBERY

- i. Bribery, fraud, and corruption in any form are strictly prohibited.
- ii. Gifts and hospitality must be reasonable and not influence business decisions.

7. ENVIRONMENTAL RESPONSIBILITY

- i. We commit to sustainable practices in oil milling and waste management.
- ii. Employees must adhere to environmental safety guidelines.

8. HEALTH & SAFETY

- i. A safe and healthy workplace is a priority.
- ii. Employees must follow safety protocols and report hazards immediately.

9. EQUAL OPPORTUNITY & NON-DISCRIMINATION

- i. Employment decisions shall be based on merit, qualifications, and business needs.
- ii. Discrimination, harassment, or any form of unfair treatment will not be tolerated.

10. CONFLICTS OF INTEREST

- i. Employees must avoid situations where personal interests conflict with company interests.
- ii. Any potential conflicts must be disclosed to management.

11. CONFIDENTIALITY & DATA PROTECTION

- i. Company data must be handled responsibly and securely.
- ii. Personal and business-sensitive information must not be shared inappropriately.

12. REPORTING VIOLATIONS

- i. Any violations of this Code should be reported through the designated whistleblowing channels.
- ii. Retaliation against whistleblowers is prohibited.

13. ENFORCEMENT

- i. Non-compliance with this Code may result in disciplinary action, including termination or legal consequences.

14. ACKNOWLEDGEMENT

All employees and stakeholders must acknowledge and adhere to this Code

Managing Director
Vitaseed Oil Mills Limited
Date: 15-03-2025