



DYNAMIA

DYNAMIA CODE OF
BUSINESS PRINCIPLES

2020

The Code of Business Principles

Introduction

How we conduct our business and how we treat others—our fellow partners, customers, communities, suppliers, and other stakeholders—will continue to determine how the world views Dynamia.

Dynamia makes a commitment to **integrity, attentiveness, equity** and **wonderment** to comply with the letter and intent of the law. Each of us is personally responsible for supporting our core values, which require compliance with the law as well as ethical conduct. Our Code of Business Principles codifies our purpose and values, making clear what is expected.

By living our Code, we will bring our values and purpose to life, every day in everything we do. This *Code of Business Principles* reiterates our longstanding commitment to uphold that responsibility and to provide guidance to our partners. As we move forward, the code will help ensure that our values continue to be reflected throughout our operations.

In everything we do, we remember and adhere to:



OUR COMMITMENT
TO DIVERSITY



OUR COMMITMENT
TO INCLUSIVITY



OUR COMMITMENT
TO EQUITY



OUR COMMITMENT
TO THE PLANET

Standard of Conduct

In line with human rights, we conduct our operations according to our core values and the interests of our employees and communities we operate in. We are committed to providing the accurate information across all our operations ensuring stakeholders trust what we do.

Obeying the Law

Dynamia and its employees are required to comply with the laws and regulations of the country in which we operate. When on work missions abroad, our employees respect and abide by the laws and the intent of the laws of the host country. We are inspired to go beyond the laws of country and uphold the articles laid out in the International Declaration of Human Rights, the International Labour Organisation, and the Ecocide Act.

Working community

Dynamia's working community's foundational rule, is to welcome everyone for who they are and as they come, so that everyone feels respected, welcomed, and loved. Our working community is a place of learning, so that each person's wishes for their personal and professional growth are fulfilled. Our workplace allows us to co-train each other, and work with people who share the same professional aspirations. To achieve this, it is essential that we:

1. Accept ourselves and each other as we are, with our shortcomings and weaknesses, our strengths, and talents.
2. Learn to listen to others, what they experience, and accept their self-expression.
3. Accept that we are all equal.
4. Welcome and respect everyone's freedom of expression and right of opinion.
5. Welcome and respect everyone's right to privacy.
6. Create safe spaces where we all feel welcomed to express ourselves, without fear of judgment.
7. Discover the importance of shared professional interactions, teamwork and collective brainstorming.
8. Welcome conflicts and difficulties as opportunities for relational growth.
9. Learn to trust the members of our work community.
10. Learn to forgive yourself and to forgive others.
11. Show appreciation and love to others.
12. To be guided and inspired by our hearts, understand with our reason and act with discernment.

Employees rights

Dynamia conducts business in accordance with applicable health and safety requirements. All employees are expected to perform their work in compliance with applicable health and safety laws, regulations, policies and procedures and apply safe work practices at all times in all locations.

Dynamia celebrates the diversity of people. We will recruit, employ and promote employees on the sole basis of the qualifications and abilities needed for the work to be performed. The company will not tolerate discrimination based on race, religion, gender, disability, or any other protected class.

We will provide employees with a remuneration package that meets or exceeds the legal minimum standards, in line with industry standards in the markets in which we operate and in consideration of the living wage.

We will provide transparent, fair and confidential procedures for employees and third parties to raise concerns. We will not retaliate against whistle-blowers or employees that raise issues with us.

We will not use any form of forced, compulsory, trafficked or child labour.

We respect the dignity of the individual and the right of employees to freedom of association and collective bargaining. We will maintain good communications with employees through company-based information and consultation procedures.

Employees store all personal information securely, mark it as confidential and store it only for as long as it is needed for the purpose for which it was collected. When providing personal information, employees limit access to only those with a clear business need for the information. Employees are required to report any breaches of privacy, including the loss, theft of or unauthorized access to personal information, to their manager.

At Dynamia we treat each other with respect and dignity. This means that all employees and partners are entitled to work in an environment that is free of harassment, bullying and discrimination.

Harassment, bullying, and discrimination take many forms, including:

- The display or circulation of offensive, derogatory, or sexually explicit pictures or other materials, including by email and on the Internet
- Offensive or derogatory jokes or comments (explicit or by innuendo)
- Verbal or physical abuse or threats

Customer management

Dynamia is committed to providing purposeful services, in line with its mission and corporate values, which consistently offer added value, as co-defined by us and our clients. We regularly monitor customer satisfaction and ensure continuous improvement through our quality control processes. We provide service guarantees to our clients to ensure full satisfaction.

Ethical marketing

Dynamia is committed to developing, producing, marketing, and selling all its services responsibly. Our marketing messages must be in line with our mission, purpose, and values.

Dynamia and its employees must

- At all times, respect applicable marketing laws
- Describe our services and their effects truthfully, accurately, and transparently
- Ensure there is sufficient information about our services for consumers to make informed choices
- Ensure our marketing is based on adequate support for the claims Dynamia makes
- Comply with our principles and commitments to diversity, inclusivity, equity, and the environment
- Reflect and respects generally accepted contemporary standards of good taste and quality, in the context for which it is designed, showing awareness of both wider society and sensitivity to different cultural, social, ethical, and religious groups.

Dynamia and its employees must not:

- Alter images used in marketing communications in such a way that advertising is rendered misleading
- Misuse technical data or use scientific terminology or vocabulary in such a way as falsely to suggest that a claim has scientific validity
- Advertise in any media known for promoting violence, discrimination, or insulting behaviour

Business Partners

Dynamia is committed to establishing mutually beneficial relations with our suppliers, customers, and business partners. In our business dealings, we expect our partners to adhere to business principles consistent with our own. This means compliance with our supplier code and a commitment to working with us to address issues that negatively impact society and the planet.

The Planet

Beyond the respect of all applicable laws and the Ecocide act, Dynamia is committed to a role of environmental leadership in all facets of our own business. We believe that environmental responsibility is imperative if we hope to preserve a good life on earth for all generations to come. Through our work we promote environmental care and stewardship, increase understanding of environmental issues, and disseminate good practice.

Dynamia aims to align the performance and resilience of business in the short and long term, while promoting the health and wellbeing of society and the natural environment. This system wide approach is inscribed in a business logic that is restorative and regenerative by design.

We fulfil this mission by a commitment to:

- Understanding environmental issues and sharing scientifically accurate information with our partners and customers
- Developing innovative and flexible solutions to bring about change
- Striving to buy and use environmentally friendly products
- Instilling environmental responsibility as a corporate principle
- Encouraging all partners to share in our mission and use business as a force for good
- Measuring and monitoring our progress for each project

Communities

People should be treated with openness, integrity, and dignity. Dynamia and its employees celebrate the diversity of people, and respect people for who they are and what they bring. In all our operations, we aim to foster working environments that are fair and safe, where rights are respected, where individuals are listened to, and everyone can achieve their full potential.

Dynamia and its employees, must respect customary social norms of their host countries, as long as they are in accordance with the Universal Human Right Declaration. We are

committed to uphold and defend individuals and groups as laid out in the Universal Human Right Declaration. The company will not tolerate discrimination based on race, religion, gender, disability, or any other protected class.

Competition

Dynamia believes in vigorous yet fair competition and supports the development of appropriate competition laws. Dynamia and employees will conduct their operations in accordance with the principles of fair competition and all applicable regulations.

Public Activities

Dynamia and its employees are encouraged to promote and defend their legitimate business interests. Dynamia will co-operate with governments and other organisations, both directly and through bodies such as Business Associations, in the development of proposed policy, legislation and other regulations which may affect legitimate business interests.

Dynamia neither supports political parties nor contributes to the funds of groups whose activities are calculated to promote party interests. Dynamia does not fund charities that are publicly affiliated.

Bribery & Corruption

Dynamia does not give or receive, whether directly or indirectly, bribes or other improper advantages for business or financial gain. No employee may offer, give, or receive any gift or payment which is, or may be construed as being, a bribe. Any demand for, or offer of, a bribe must be rejected immediately and reported to management. No undisclosed or unrecorded account, fund or asset will be established or maintained.

Conflicts of Interests

All employees and others working for Dynamia are expected to avoid personal activities and financial interests which could conflict with their responsibilities to the company. Employees must not seek gain for themselves or others through misuse of their positions.

Data protection and privacy

Dynamia is committed to the responsible, ethical, and fair use of data. Dynamia collects and uses data in line with applicable laws (Mauritius Data Protection Act, 2017), with respect for privacy as a human right.

Confidentiality

Dynamia and its employees maintain the confidentiality of all proprietary information of its business partners and customers. Proprietary information includes all non-public information that might be harmful to the company and its customers and business partners if disclosed. Confidential information can include:

- Customer lists
- Supplier lists
- Pricing information
- Terms of contracts
- Company policies and procedures
- Financial statements
- Marketing plans and strategies
- Trade secrets
- Any other information that could damage the company or its customers or suppliers if it were disclosed

Compliance – Monitoring –Reporting

Compliance with these principles is an essential element in our business success. The Advisory Board is responsible for ensuring these principles are applied. The Associate Directors are responsible for implementing these principles. Day-to-day responsibility is delegated to all senior management. Compliance is subject to review by the Associate Directors and Board.

The Board of Dynamia and its Associate Directors will not criticise management for any loss of business resulting from adherence to these principles and other mandatory policies. Employees who report a concern in good faith cannot be subjected to any adverse employment action including:

- Unfair dismissal, demotion or suspension
- Unfair denial of a promotion, transfer or other employment benefit
- Bullying and harassment, either in person or online
- Exclusionary behaviour
- Any other behaviour that singles out the person unfairly

Any breaches of the Code must be reported by any employee, and provision has been made for employees to be able to report in confidence. Dynamia encourages all employees to ask questions and raise issues without fear of retaliation and is committed to treating reports seriously and investigating them thoroughly. Employees are encouraged to refer to internal documentation on complaint mechanisms and procedures.

Code of Conduct Acknowledgement

By certifying to the company code of conduct, you acknowledge that:

- You have read the entire code of conduct and understand your responsibilities related to it.
- You have had the opportunity to ask questions to clarify any unclear aspects of the code.
- You agree to abide by its principles.
- You agree to report to the company any violations of the code.
- You agree to cooperate in any investigations of violations of the code.