

CODE OF CONDUCT

Prime Expertise Limited

Plot 1040, Haile Selassie Road, Masaki,
P.O. Box 60021,
Dar es Salaam, 14111
Tanzania.



EFFECTIVE DATE	March 2022	DATE OF LAST REVISION	March 2024	VERSION NO.	1.0.3
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APPLIES TO					
GROUP 1	Associates	GROUP 2	Employees	GROUP 3	Interns
GROUP 4	—	GROUP 5	—	GROUP 6	—

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	RESPONSIBILITY
1.0.2	Board of Directors	March 2023	Annual review to identify and address gaps or inconsistencies	Managing Director
1.0.3	Board of Directors	March 2024	Annual review to identify and address gaps or inconsistencies	Managing Director

As representatives of Prime Expertise, we share a vision, a philosophy, a passion, and a commitment to working together to create a world where all have their human rights respected, are treated with dignity, have the ability to control their own lives, and live outside of poverty.

This Code of Conduct, together with other policies and procedures, provides guidance to help each of us, as we discharge our duties, ensure that we work to achieve our shared ambition and vision while avoiding using possible unequal power relationships for our own benefit. The rules and guidelines contained in this Code of Conduct and the terms and conditions of associates, employees, and interns provide a framework within which we all undertake to discharge our duties and regulate our conduct. This Code of Conduct also supports us in our role in implementing, monitoring, and enforcing these standards. It does not exempt anyone. Any breach may result in disciplinary action, and in some cases, it could lead to criminal prosecution.

In accepting your appointment as an associate, employee, or intern, you undertake to discharge your duties and regulate your conduct in accordance with the requirements of this Code, thereby contributing to Prime Expertise's quality of performance and reputation. The code describes what the Company expects from you and what you can expect from the Company.

As a Prime Expertise representative, I will:

- Seek to maintain and enhance public confidence in the organization by acting in a professional manner while undertaking my duties, and my personal actions will not bring the Company into disrepute.
- Manage the power that comes with my privileged position with appropriate restraint, recognizing the equal and unequal power relationships with our partners and the clients that we serve.
- Be sensitive to and respectful of an individual's customs and culture, even if the norms and values differ from my own or those laid out in this Code of Conduct.
- Not work under the influence of alcohol or use or be in possession of illegal substances on the company's premises, vehicles, or accommodations, or those of our partners and clients.
- Respect all people's rights, including children's rights, and contribute to a working environment characterized by mutual respect, integrity, dignity, and non-discrimination.

- Ensure that my relationships and behaviour are not exploitative, abusive, or corrupt in any way, and I will not engage in any form of sexual abuse or exploitation of any person of any age. I will not have sexual relations with children (defined as under 18 years old) or vulnerable adults, or with beneficiaries of assistance or relations of beneficiaries of assistance, in either way, recognizing the inherent unequal power dynamics involved and that such behaviours can undermine the integrity and credibility of Prime Expertise's work.
- Never exchange money, job or contract offers, goods or services, participation in a project or partnership, or any other form of humiliating, degrading, or exploitative behaviour for sex or sexual favours, understanding that these standards exist to challenge sexually exploitative and abusive behaviour. I will make every effort to report any such behaviour or malpractice in the workplace by others as per the company's [Safeguarding and Child Protection Policy](#).
- Declare any financial, family (or close relationship) or personal interest in matters of official business that may affect Prime Expertise's work or my work for or with the Company.
- Never ask for goods or services in exchange for participation in our assignments.
- Act against any form of corruption and do not offer, promise, give, or accept any bribes.
- Use my discretion when handling sensitive or confidential information.
- Ensure that I have the relevant permissions from the subjects for the photos and/or videos I take in the course of my activities for the Company.
- Never take or use photos, videos, or vocabulary that is intended to belittle, shame, or degrade any child or vulnerable adult.
- Make every effort to avoid any unintended detrimental repercussions for myself, the Company or our clients and partners.
- Account for all of Prime Expertise's money and property that has been made available to me, and take all reasonable precautions to protect and secure the equipment entrusted to me.
- Never use equipment (either software, hardware, e-mail, or social media platforms) provided to me by the Company for illegal or unethical purposes, encouraging conduct that would constitute a criminal offense, such as downloading, creating, or distributing abuse or pornographic materials.
- Undertake and act on appropriate risk assessments, comply with security management guidelines, be proactive in informing management of any necessary changes to such guidelines, and behave in such a way as to avoid any unnecessary risk to the safety, health, and welfare of myself and others, including our partners and clients.
- Ensure that my conduct is consistent with the promotion of human rights.
- Use my best endeavours to protect the natural environment and work in a sustainable way.
- Contribute to preventing all forms of criminal or unethical activity and report any concerns in accordance with the company's policies and procedures.
- Contribute to promoting an organisational culture that promotes and prioritizes safeguarding and ensures I am familiar with the company's policies and procedures.
- Not use abusive, derogatory, or sexually suggestive language.
- Inform the Company of any relevant criminal convictions or charges I have had prior to my employment or contract in which Prime Expertise may have a legitimate interest and any criminal charges that occur during my contract or employment, whether these may impede my ability to perform the duties of my position or not.

- Agree, when working with our partners and clients, to adhere to their Code of Conduct in relation to working with their associates, employees, or interns.
- Adhere to all of the company's policies and procedures that support the above standards.

In accepting my contract or appointment, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code thereby contributing to the company's quality of performance and reputation.

Name: _____

Signature: _____

Date: _____