



ETHICAL STANDARDS

All Employees

There are a number of basic principles of behaviour that, as employees of Capral, you must adhere to. These include a commitment that you will:

- Always put safety first and do your absolute utmost to comply with all health and safety requirements.
- Not use drugs or alcohol on Capral premises or come to work while affected by either.
- Always ensure the highest standard of quality in products and services.
- Make yourself aware of company business practices and policies and ensure that you comply with them.
- Always act ethically, with integrity and in accordance with all state and federal laws.
- Continuously strive to demonstrate all Capral Capabilities (CAPS) and ensure you represent the company to the best of your ability at all times.
- Treat colleagues, customers, suppliers and clients with courtesy and respect.
- Ensure that all your dealings with colleagues, customers, suppliers and clients are honest, fair and equitable.
- Not discriminate on the basis of irrelevant characteristics, such as sex, race, disability, pregnancy, age, marital status, sexual preference.
- Always acknowledge other people's contribution, work and ideas.
- Not perpetrate, permit or fail to report violations of any Federal, State or local government law or regulation.
- Ensure that you declare any conflict of interest between your role at Capral and your involvement in an outside activity.
- Not use company information or work time for private gain.
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Leadership Roles

In addition to complying with all of the above principles, managers, supervisors and team leaders must execute their managerial and supervisory duties with fairness. As managers you should be certain that you:

- Do not condone, permit, or fail to act upon any breaches of this Code of Conduct by employees under your supervision.
- Promote a team spirit amongst employees by demonstrating fairness and equity in all dealings and by making transparent and clear decisions.
- Inspire others through your own behaviour, integrity, commitment and hard work.
- Never criticise, judge or disrespect other managers, supervisors or leaders in front of your team.
- Maintain full confidentiality and professionalism when conducting investigations into employee grievances.
- Be aware of the possibility of bias in decision making.
- Disqualify yourself from decision making where you are unable to remain objective.
- Ensure compliance with all company business practices when counselling and disciplining employees.
- Never pressure an employee into taking action such as making a statement, resigning or acting as a witness to an event.
- Exercise objectivity when administering rewards, making recruitment or promotion decisions and reviewing performance.



- Never accept bribes and be wary of gifts or benefits that may be misconstrued as an attempt to influence business decisions.
- Do not represent someone else's idea as your own.

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