



www.easyettech.com

Code of Conduct for Employees

1. INTRODUCTION

- This Code has been approved by the Governing Body.
- This Code does not address all possible situations that may arise in Easy ET Technology but is a set of principles that provide guidance to employees on acceptable and unacceptable behaviour whilst carrying out their duties as an employee.

The Company is charged with maintaining best practice behaviour in all our interactions and has developed this Code of Conduct as a way of ensuring that appropriate standards of conduct are adhered to by our employees. Easy ET Technology encourages the highest standard of conduct to ensure that our actions are lawful, ethical, honourable and transparent.

2. PURPOSE AND SCOPE

- The purpose of the Code is to provide guidance to employees in performing their duties as employees.
- This Code applies to all employees of the Easy ET Technology plc. For the purpose of this Code, employees are defined as individuals who are in the paid employment Easy ET Technology plc whether full-time or part-time and irrespective of whether Easy ET Technology is their primary employer.

3. OBJECTIVES

3.1 The objectives of the Code are:

- To set out an agreed set of ethical principles;
- To promote and maintain confidence and trust in Easy ET Technology and its employees;
- To prevent the development or acceptance of unethical practices and behaviours;
- To promote the highest legal, professional, management and ethical standards in all the activities of the Easy ET Technology plc;
- To promote compliance with good current governance and management practices in all the activities of the Easy ET Technology plc.

4. GENERAL CONDUCT AND BEHAVIOUR

4.1 Employees have a duty to conduct themselves in accordance with the highest standards of business and professional ethics

4.2 In the performance of their duties employees shall:

i) Maintain high standards in service delivery by:

- Conscientiously, honestly and impartially fulfilling the contract of employment
- Always acting within the law
- Performing their duties with courtesy

ii) Observe appropriate behaviour at work by:

• Dealing with students, colleagues and the public with courtesy and respect iii) Maintain the highest standards of probity by:

- Conducting themselves with honesty, impartiality and integrity
- Never seeking to use improper influence to affect decisions concerning their official positions
- Abiding by guidelines in respect of offers, gifts or hospitality avoiding conflicts of interests.

5. PRINCIPLES

All employees are required to observe the following principles:

5.1. Integrity

- i) Employees will normally disclose to the General Manager any conflict of interest with the interests of Easy ET Technology and obtain written approval in advance before engaging in outside employment.
- ii) Easy ET Technology and its employees must conduct their purchasing of goods/services for Easy ET Technology in accordance with public policy, best business practice and the Company's procurement policies and procedures, as well as complying with prescribed levels of authority for the sanctioning and monitoring of any relevant expenditure.
- iii) Employees must not solicit contracts with Easy ET Technology for the supply of goods or services either for their own benefit, or for any partnership or company with which they have an involvement in their private capacity, or on behalf of other persons or organisations.
- iv) Easy ET Technology is committed to ensuring that the accounts/reports accurately reflect the operating performance. Employees who are expected to produce accounts/reports for their area of responsibility should ensure that such accounts/reports are not misleading or designed to be misleading.
- v) Employees should not acquire information or business secrets by improper means.
- vi) Employees must use the resources of Easy ET Technology in a proper manner and must take proper and reasonable care of Easy ET Technology property and must not knowingly use or permit its use for unauthorised purposes including for personal gain or for the benefit of competitors and/or other educational providers.

5.2 Gifts and Hospitality

- Employees should make themselves aware of any Easy ET Technology guidelines, which may apply in respect of the above, including the appropriateness of gifts.
- The acceptance of gifts by employees from entities who have dealings with the company has the potential to damage the reputation of Easy ET Technology and the staff member concerned. For this reason, Easy ET Technology discourages staff from receiving gifts and has placed strict limits on the type of gift that can be accepted.
- Employees must not solicit gifts or hospitality for personal gain.
- In order for a gift to be accepted by an employee all of the following conditions must be met:
 - The gift must not be in the form of cash or a cash equivalent (such as a voucher)
 - The gift must be valued at 100 Birr or less
 - The entity offering the gift must not be under consideration as part of a Easy ET Technology procurement process.
 - The exchange of official gifts (e.g. gifts exchanged with dignitaries and officials) to and from Easy ET Technology is acceptable and, in such circumstances, gifts received remain the property of the Company.

5.3 Confidentiality / Information

- Easy ET Technology is committed to managing access to general information relating to activities of the company in a way that is open and transparent and enhances its accountability to the general public.
- Employees are required to comply with relevant statutory provisions under the country rule of the Data Protection Acts
- Employees must respect and maintain confidentiality in relation to staff, and commercially sensitive Easy ET Technology business.
- Employees are required to respect the value and ownership of information they receive and not disclose information without appropriate authority unless there is a legal or professional obligation to do so,
- Employees will normally respect the confidentiality of sensitive information held by and processed by the Company. Such information includes, but is not limited to:
 - i) personal information;
 - ii) Information received in confidence by the University;
 - iii) Any commercially sensitive information or other information sensitive to the reputation of the Company.
- Employees must respect the confidentiality of information received in the performance of their duties as employees. Additionally, employees must respect the confidentiality of the deliberations of any Easy ET Technology Committees where advised that such confidentiality is required.
- Easy ET Technology and its employees must ensure that appropriate care is taken to guarantee the security of sensitive information.
- Employees must ensure that confidential records are subject to appropriately restricted access procedures in accordance with Easy ET Technology guidelines. Where clarification is required as to the appropriate restricted

access requirements, the onus is on the employee to follow-up with the responsible owner for such clarification.

5.3 Intellectual Property

i) Employees must take reasonable steps to ensure compliance with the Company Intellectual Property policy.

5.4 Fairness

- i) Easy ET Technology and its employees will treat each other and all members of Easy ET Technology community with fairness and respect and will comply with the Company's Dignity and Respect at Work policy
- ii) Easy ET Technology and its employees must ensure compliance with employment equality and equal status legislation, a commitment to fairness in all business dealings, and the valuing and equal treatment of all those with whom Easy ET Technology interacts.

5.5 Work/External Environment

- i) Easy ET Technology and its employees should place the highest priority on promoting and preserving the health and safety of its employees.
- ii) Easy ET Technology and its employees will endeavour to ensure that community concerns are fully considered in their activities and operations.

6. REPORTING CONCERNS

- Employees should communicate to the appropriate level of management if they have any concerns regarding the implementation of this Code of Conduct.

7. GENERAL

- The Company will ensure that this Code (is circulated to all employees. The latest version of the Code will be available on the Company's website.

8. QUERIES

Contact: Easy ET Technology Secretary's Office

Tel: +251 911610172 or +251911318140

