



Happy. Healthy Living

CODE *of* ETHICS



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The Bidco Way

Why Bidco Exists

Ethos

Our ethos is
Happy Healthy
Living.

This is why we exist; why we
work; why we produce; why
we sell and why we are a family.
This is both our inspiration and
aspiration; it is our DNA and
number one operating procedure.

All our operations, actions, words
and values spring from the idea
of Happy Healthy Living.
This is our true value.

Our ethos informs our attitude; our
approach to work and to each other.
We will be positive and passionate just
want to be happy and healthy.

Teamwork

Alone we are weak;
together we are strong.
We are a unit; we rise and
hopefully never fall as one. It
is not important who is right
or who gets the credit but what
gets done. That is the
reality at the Gemba.

Passion

Bidco is an environment of
inspiration where we Make a
Difference. Our passion for what
we do and who we are sets us
apart; it is the secret ingredient
in the Bidco Way.
We come to Bidco because we
want to and not because we
have to.

Integrity

At Bidco, our words match our actions - we do
what we say. We live up to what we commit
ourselves to. We keep our word and we do
what is right.

Trust

Working and excelling
together requires a strong
bond between all of us; a bond of
reliability. If we cannot rely on each
other to do what is expected of us -
we will not meet our goals. We are all
counting on each other-let us play our part
in the story of Bidco which is really our story.

Respect

Egos are not
welcome at Bidco.

Diversity is one of our biggest
assets and critical strengths. We
are polite to each other always;
We listen to each other and ideas
are always welcome. We treat each
other the way we would like
to be treated.

Excellence

At Bidco we are in constant pursuit
of 'the best.' We will seek to exceed
standards. Excellence is more than
an event; it is a continuous and
conscious activity and a part
of us.

Empowerment/ Leadership

At Bidco we are all leaders. We are
all on a journey of exploring our
leadership potential and becoming
the best we can. All of us are
empowered to make choices and
decisions.

FOUNDERS

Dear Bidco Family Members & Other Stakeholders,

Bidco Africa Limited continues to grow into a global company, evolving to meet the needs of the market place, just as we have for more than 30 years. Throughout that time one thing that has not changed is our commitment to operating with the highest ethical standards which has earned Bidco a reputation for fairness and honesty throughout the world.

Bidco's Code of Ethics sets forth the standards by which we conduct ourselves and our operations. It covers a range of subjects, from the use of corporate funds, to conflicts of interest and protection of Company information. It applies to all Bidco stakeholders, setting a clear expectation that the standards be followed in all job-related activities, regardless of business pressures.

Bidco Group has a broad diversity in culture, language and working practices. Nevertheless, the Bidco Way applies to all of us irrespective of cultural and geographical differences.

Every Bidco family member has a responsibility to lead by example and ensure that this Code of Ethics is followed and any violation will not be tolerated.

This Code of Ethics is a guide and not a substitute for good decision making, nor does it cover every situation you may encounter during your professional career. All stakeholders must understand and apply the basic principles stated herein when in the course of business. When in doubt, ask your superior for guidance, or contact the Code of Ethics committee. You may also make a report anonymously by phone and/or email using the provided contacts herein. If you make a report in good faith, you will be protected from victimization.

Thank you for your continued dedication to Bidco Africa Ltd and for your commitment in upholding the standards set forth in this Code of Ethics.

Best Regards,



Bhimji Depar Shah
Founder
1st May 2017



Tarun Shah
Founder
1st May 2017



Vimal Shah
Founder
1st May 2017

Preamble

We the Bidco Africa family members working together to enhance Happy Health Living across Africa recognise the need to put down our values in a guiding document that we can refer to as we carry out our day to day activities.

This Code of Ethics is our guide to dealing with each other including our stakeholders and our commitment that we shall live according to our ethos, principles and values.

Adherence to this Code of Ethics will make our Bidco family stronger and our business a better employer and a socially responsible corporate.

Definitions

"Bidco"	<i>means Bidco Africa Limited and its group companies.</i>
"Bidco Family Member"	<i>means Bidco employee under Bidco Human Resource database and payroll.</i>
"CCPR"	<i>means Corporate Communications and Public Relations Department.</i>
"COE"	<i>means this code of ethics.</i>
"Conflict of Interest"	<i>means a situation wherein an individual or an entity in a position to exercise judgement on a matter, has divergent interest(s), one or same or all of such interests, could possibly corrupt the motivation or decision making of that individual or entity. It is a set of circumstances that creates a risk that professional judgement or actions regarding a primary interest (principal goals of the profession or activity) will be unduly influenced by a secondary interest (personal benefits not limited to financial gains).</i>
"Forge"	<i>to make a false document or modify an existing document with/without intent to defraud or to deceive.</i>
"ICT"	<i>means Information, Communication and Technology Department.</i>
"Intoxicating substance(s)"	<i>means any material, substance, product, particle which, by consuming or coming into contact internally and/or externally, impairs the normal capacity of a person to act or reason, incapacitates the person from acting in an ordinary prudent and cautious manner.</i>
"Misconduct"	<i>means a breach of this code of ethics</i>
"Property"	<i>means anything owned, belonging to and possessed by Bidco.</i>
"Stakeholders"	<i>means any individual/entity having an interest in the business of Bidco.</i>





WHY DO WE HAVE A CODE OF ETHICS?

This Code of Ethics is an expression of our values and an instrument of self-regulation that outlines the rules and regulations that every Bidco family member must follow to uphold Bidco's ethical standards.

This COE guides us on how to resolve ethical dilemmas and provides the contact information we should use when we have questions or concerns.

This COE is an authoritative guide which determines what is expected of every Bidco family member and how to judge a misconduct.

Application

This COE applies to every Bidco family member and all other stakeholders.

Adherence to this Code of Ethics

Bidco requires every stakeholder to read, understand and follow this COE including its policies and all governing laws and regulations for the time being in force.

Legal Consultation

Bidco family members must at all times comply with this Code of Ethics, laws and regulations that apply to the countries in which Bidco operates. Ignorance of law is no excuse. Timely legal consultation is essential to ensure that Bidco's legitimate business interests and opportunities are protected.

Every Bidco member has a responsibility to promptly seek legal advice from Corporate Regulatory and Legal Affairs department.



Handling Company Information

IN THIS SECTION:-

- ✓ Confidentiality & Non-disclosure of Information
- ✓ Use of Information Technology
- ✓ Privacy

Confidentiality & Non-disclosure of Information

As Bidco family members and by virtue of positions we hold at Bidco, we have access to sensitive information about the company. This information includes but not limited to:

- Marketing Plans
- Bidco Family Member Information
- Business Plans
- Trade Promotions
- Technical Drawings
- Sales Information
- Intellectual Property
- Product Formulas
- Legal Documents
- Business Reports

We shall not at any time disclose this information to a third party without prior guidance from the Corporate, Regulatory and Legal Affairs department and the approval of the Board of Directors.

Do's

- Keep all Bidco's information secure at all times.
- Maintain proper filing systems and procedures.

Don'ts

- Share security codes, passwords and keys with unauthorised persons.
- Leave computers unlocked and unattended.

- Share company computer with other persons.
- Leave Company documents e.g. contractual agreements, payslips, business reports, invoices etc. unattended.

Use of Information Technology

At Bidco, family members have access to computers and network systems which we must use appropriately at all times. We must compose emails, text messages and other electronic communications in a professional and polite manner.

Whereas limited personal use of the said computers and network systems is allowed, as Bidco family members, we must make sure that personal use does not detract anyone from work. In addition, we do not use computers and network systems for improper purposes such as:

1. Communicating inappropriate, sexually explicit or offensive statements.
2. Viewing sexually explicit or offensive materials.
3. Spreading profanity, derogatory remarks, discriminating, harassing comments, threatening or abusive language.

Privacy

As Bidco family members, when using provided technologies such as computers, phones and e-mail, we do not expect that the information we send/receive is private. Bidco reserves the right to monitor activity to make sure these resources are used appropriately.

Bidco also reserves the right to block access to inappropriate internet websites as well as the transmission of inappropriate emails or files.

Do's

- Follow Bidco internet user policy.

Don'ts

- Install any game and/or unauthorised software without permission from the ICT department.

Fighting Corruption

IN THIS SECTION:-

- ✓ Conflict of Interest
- ✓ Anti-corruption
- ✓ Accurate Records, Reporting & Accounting
- ✓ Protecting Bidco's Property

Every Bidco Family member shall act in the best interest of Bidco. Every Bidco Family member shall act in the best interest of Bidco.

As Bidco family members, it is our core responsibility to act in the best interest of Bidco in line with this Code of Ethics.

A "conflict of interest" occurs when there is a situation wherein an individual or an entity in a position to exercise judgement on a matter, has divergent interest(s), one or some or all of such interests, could possibly corrupt the motivation or decision making of that individual or entity.

Bidco does not allow moonlighting. Bidco family members are encouraged to donate their time for good causes such as teaching and other social leadership activities.

Any stakeholder with knowledge about a possible conflict of interest, must disclose it immediately to the immediate superior and/or the Corporate, Regulatory, Legal Affairs department so that necessary steps can be taken towards approval or disapproval.

Anti-Corruption

Bidco is a corruption free zone with zero-tolerance to bribery and all related activities. Corruption is a criminal offence punishable in the Republic of Kenya under the Anti-corruption and Economics Crimes Act No 14 of 2014 Laws of Kenya and the Bribery Act 2016 Laws of Kenya.

A Bidco family member shall not use agreements with middlemen to channel payments to anyone to facilitate corruption.

As Bidco family members, we encourage all stakeholders to read and understand the said Acts because ignorance of Law is no excuse (*ignorantia juris non excusat*).

Bidco works with international partners and organizations across the world. We are subject to international Laws governing Anti-corruption and can be sanctioned for violating the said Laws. Consequently, our operations and activities in Kenya and across the globe must adhere to all set standards.

Bidco shall not bribe any public or private sector official

A "bribe" means anything of value including but not limited to facilitation fees, loan, reward, appointment, service, promise, money, gift, favour, entertainment or other benefit, consideration or advantage that may be seen as an attempt to influence an official's actions or decisions, obtain or retain business, or acquire any sort of undue advantage.

Similarly, as Bidco family members we do not offer or accept a "kickback." This means we cannot return or accept the return of a sum already paid (or due to be paid) as a reward for making or fostering business arrangements. As Bidco family members, we do not accept any act of commercial bribery. "Commercial bribery" refers to offering a bribe to our stakeholders or anyone working on their behalf with the intent of taking undue personal advantage.

Any gifts above Kes. 1,000 must be declared to the Code of Ethics committee.

Accurate Records, Reporting & Accounting

Bidco ensures that the information contained in its financial records are full, fair, accurate, timely and understandable. Consequently, as Bidco family members we shall:

1. Accurately record all assets, liabilities, revenues and expenses.
2. Follow all internal control procedures.
3. Never make false journals / entries in any Bidco system.
4. Never establish unsupported reserves or accruals.
5. Never forge or use any forged document.

Protecting Bidco's Property

One of our key responsibility as Bidco family members is to protect Bidco property and use it properly and for legitimate business purposes unless limited personal use is permitted by Bidco's policy.

Do's

- We must take great care when using Bidco's property.
- Protect Bidco's property at all times from loss, damage, theft, misuse or waste.

Don'ts

- Sell any property and benefits provided by Bidco.
- Handle any Bidco property without relevant authorisation.



Safety, Environment & Socially Responsible Corporate



Occupational Health & Safety

At Bidco, we have a safe and healthy working environment where all Bidco family members adhere to all safety procedures.

At Bidco, we are governed by the Occupational Health and Safety Act 2007 Laws of Kenya. It is the responsibility of every Bidco family member or any other person in the premises of Bidco to read, understand and comply with the provisions of the said Act.

Additionally, we report our Environment, Health and Safety performance in a transparent and accurate manner.

Illicit Drugs, alcohol and intoxicating substance(s) in the workplace affect everyone's safety.

Being under the influence of either can negatively affect job performance and cause severe safety hazards. As Bidco family members, we do not possess, distribute or be under the influence of illicit drugs, intoxicating substance(s) and/or alcohol while at Bidco premises and/or anywhere in the course of business.

Do's

- *Wear appropriate Personal Protective Equipment (PPE).*
- *Adhere to safety signage and work instructions/procedures.*

- *Report any hazards within your work area to the immediate superior and/or Occupation, Health and Safety officer.*

Don'ts

- *Show up to work under influence of illicit drugs, alcohol and/or intoxicating substance(s).*

Environment Protection

At Bidco, we engage in environmentally sound practices and comply with all the applicable laws, rules and regulations that govern the environment. We continually assess and strive to improve our processes in order to continue the heritage of environmental stewardship.

In addition thereto, we periodically review our environmental policy, objectives and targets so that we mitigate resource consumption and make better our environmental performance.

Socially Responsible Corporate (SRC)

At Bidco, we believe being good is better than doing good. This is because being good is all the time whereas doing good is seasonal.

We are a socially responsible corporate and believe in being good where our values and ethical standards guide us to make a positive difference in the community everyday across all our operations. We are good to the environment because it nourishes us; we empower small-hold farmers, entrepreneurs and women throughout our value chain.

At Bidco, we give back to the communities by partnering with likeminded stakeholders through special initiatives, such as school sponsorships and contributions to the needy people in the society hence striving to alleviate poverty.

We take part and contribute to charitable activities. However, any Bidco Family member who wishes to contribute or collect money for charitable activities or any other activity on behalf of the company must obtain prior approval of the Board of Directors.

Whereas we as Bidco family members may contribute to a stakeholder for a charitable course, the same should not be done for commercial purposes.



The Heart of Every Meal.



Happy Healthy Living

Bidco Values

IN THIS SECTION:-

- ✓ Relating With Each Other
- ✓ Respect
- ✓ Integrity
- ✓ Fair Treatment
- ✓ Harassment and Victimisation
- ✓ Sexual Harassment

Relating with Each Other

Bidco has a family environment where all feel welcome, appreciated and valued. We have one Goal, one Mission and one Purpose - To enhance Happy Healthy Living.

Our environment is always filled with positivity and optimism. Whereas humility, smiles, team-work and encouragement are most welcome, egos of whatever nature are not.

Respect

At Bidco, we acknowledge the right of human dignity of every Bidco Family member and the right of that dignity to be respected.

We treat each other with dignity and utmost respect at all times.

Integrity

As Bidco family members, we have the responsibility to uphold honesty and maintain a high level of transparency, accountability and personal responsibility.

Fair Treatment

At Bidco, we do not discriminate on any

grounds whatsoever including but not limited to gender, religion, language, race, pregnancy, health status, colour, political affiliation, marital status, citizenship, tribe and disability.

Harassment and Victimisation

Harassment is any improper and unwelcome conduct which is meant to or has the effect of either violating dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Unwelcome conduct includes *inter alia*:

1. **Harshly spoken or written words impacting the other person negatively.**
2. **Threats or abuse.**
3. **Offensive email, tweets or comments on social networking sites.**
4. **Offensive Physical behaviour including physical gestures and facial expressions**
5. **Malicious jokes, teasing, pranks and displaying explicit material with the intent to hurt someone.**

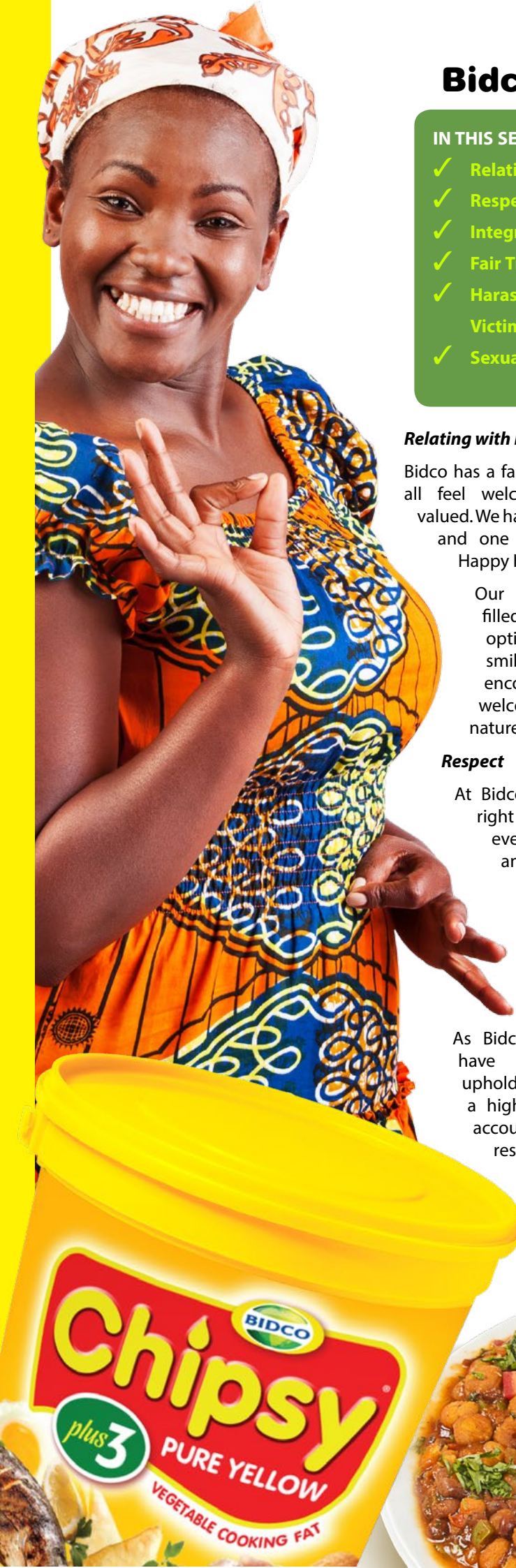
Victimisation is when a person is persecuted because of making a complaint or reporting a wrong doing e.g. reporting a misconduct.

As Bidco family members, we always work to create a positive and diverse workplace that is free from victimisation and harassment in any form.

Sexual harassment

At Bidco, we condemn sexual harassment of any form at workplace and every Bidco family member and all stakeholders are required to comply with the provisions of the Sexual Offences Act Laws of Kenya and the international laws with regard to sexual offences.

Sexual harassment means persistent sexual advances (physical, written, visual or verbal) which affects an individual in the workplace by creating an intimidating, hostile or uncomfortable working environment.





Engaging Externally

IN THIS SECTION:-

- ✓ **Quality Assurance**
- ✓ **Sustainability**
- ✓ **Responsible Marketing**
- ✓ **Fair Competition**
- ✓ **Regulatory Compliance**
- ✓ **Political Activities & Donations**
- ✓ **External Communications**

Quality Assurance

Out of care for the customer, quality is a non-negotiable deliverable at Bidco.

We ensure that all our products are safe and comply with all the applicable Laws and International Standards.

Bidco being an ISO 9001:2008 and ISO 22000:2005 Certified organization, we commit to supplying the market with world class quality products

that enhance Happy Healthy Living. We further commit to maintaining stringent quality standards which we continually and regularly review for the purpose of improvement.

As Bidco family members, we have a responsibility to familiarize and comply with Bidco's Quality Management Systems(QMS) as applicable to their areas of operation.

We condemn illicit trade and counterfeiting of our products. Anyone with information in respect thereof is encouraged to report to Bidco immediately and where possible, to the Anti-Counterfeit Agencies (ACA), to the nearest police station and/or relevant authorities dealing with such illicit trade and counterfeiting of products.

Our success depends on preserving the customers' trust in providing high-quality products. Every stakeholder must make sure that the products sold are safe, comply with applicable laws and regulations, and consistently meet or exceed the standards established by Bidco. Any stakeholder involved in the manufacture of our products or have contact with the equipment or materials used to produce the said products must follow all quality procedures that apply. Any concerns about product safety must be reported immediately.

An important aspect of maintaining consumer trust is holding stakeholders accountable for the quality and safety of the products and services they provide to Bidco. Stakeholders are required to comply with the quality specifications that Bidco has ordered or requested from them. Any information or suspicion that stakeholders are not upholding their commitment to quality and safety shall be reported to ethics@bidcoafrika.com and/or the hotline.

Do's

- *Follow laid down Standard Operating Procedures (SOP's) at all times.*
- *Carry out regular audits aiming at continuous improvements of the systems.*

Don'ts

- *Change specifications without relevant approval.*
- *Fail to update Standard Operating Procedures (SOP's).*

Sustainability

At Bidco, we encourage sustainable agricultural practices, reforestation and prudent use of natural resources. We also seek to empower small-hold farmers through access to our value chains.

We support the Sustainable Development Goals (SDGs) and through our operations, we are advancing 7 SDGs touching on:

- SDG 1** End poverty in all its forms everywhere.
- SDG 2** End hunger, achieve food security and improved nutrition and promote sustainable agriculture.
- SDG 3** Ensure healthy lives and promote well-being for all at all ages.
- SDG 4** Ensure inclusive and quality education for all and promote lifelong learning.
- SDG 5** Achieve gender equality and empower all women and girls.
- SDG 6** Ensure access to water and sanitation for all.
- SDG 7** Ensure access to affordable, reliable, sustainable and modern energy for all.

Responsible Marketing

Bidco family members are committed to responsible marketing of all its products. Our advertising is factual and will not intentionally mislead the public. Our labels indicate the correct product information.

Fair Competition

In order to compete fairly, we adhere to the competition laws when doing business. We believe and encourage an open and fair competition. However, we condemn unfair competitive practices.

Regulatory Compliance

At Bidco, we comply with all statutory requirements including taxation legislations.

Do's

- *Ensure all permits, licences and approvals are valid and current.*
- *Ensure compliance of all statutory payments and requirements within the specified period.*
- *Ensure all compliance reports are up to date.*

Political Activities & Donations

Every Bidco Family member has the Freedom of Association and is allowed to make political choices, provided they only occur in an individual and private capacity and not on behalf of Bidco.

At Bidco, we do not make political contributions or use any corporate funds, resources or assets for any political candidates or political parties and related activities.



Any Bidco family member who engages in partisan political activities including the electoral process, does so on their personal capacity and not on behalf of Bidco. No Bidco family member shall engage in political activities within Bidco premises and/or anywhere in the course of business.

No Bidco family member should impose his/her political choice on others.

External Communications

At Bidco, we have an established Corporate Communications and Public Relations (CCPR) department that handles all official company communications.

Do's

- *Forward all media and external enquiries to the duly appointed Bidco's spokesperson.*
- *Seek guidance from CCPR before accepting interview requests from any external media or organization.*

Don'ts

- *Make any public statements on behalf of Bidco without guidance from the CCPR and the approval of the Board of Directors*




GREAT CHEFS

ARE KNOWN BY THE

COMPANY

THEY KEEP.










www.bidcoafrika.com
[@BidcoGroup](https://twitter.com/BidcoGroup)
[BidcoAfrica](https://facebook.com/BidcoAfrica)
[Bidco_Africa](https://instagram.com/Bidco_Africa)

All stakeholders are free to report violations of this code via the contact detailed in this Code of Ethics, without fear of retaliation, intimidation and victimization. Reports can be made anonymously and the identity of the whistle blower will be protected. Bidco has an ombudsman that performs this function.

VOTER
Superbrands
East Africa's Choice
2015-16

FILLING HOMES WITH SMILES ACROSS AFRICA.

Bring Happy Healthy Living into your home with our world-class products.
Choose from our celebrated range of edible fats and oils, hygiene and personal care brands.

Happy. Healthy Living

8

Stakeholder Engagement

IN THIS SECTION:-

- ✓ **Conflict of Interest.**
- ✓ **Gifts, Meals and Entertainment.**
- ✓ **Business and Financial Records.**
- ✓ **Bribery.**
- ✓ **Confidentiality of Information.**
- ✓ **Reporting Misconduct.**
- ✓ **Commitment.**

This Code of Ethics establishes related requirements for Bidco's stakeholders. Working together, Bidco and its stakeholders can achieve great success by doing the right thing.

Conflict of Interest

Every stakeholder of Bidco is required to act in the best interest of the relationship with Bidco in line with this Code of Ethics. Bidco does not prohibit any stakeholder from having a relationship with any Bidco family member(s). However, no stakeholder should have any relationship/partnership, financial or otherwise, with any Bidco family member(s) that might conflict, or appear to conflict, with the Bidco family members' obligation to act in the best interest of Bidco.

If an employee of any stakeholder is in a family relation (spouse, parent, sibling, grandparent, child, grandchild, mother-in-law or father-in-law, or same or opposite sex partner) to an employee of Bidco, or if a stakeholder has any other relationship with an employee of Bidco, the stakeholder must disclose this fact to Bidco or ensure that the Bidco family member does so.

Gifts, Meals and Entertainment

Every Bidco family member is prohibited from accepting/ or offering gifts, meals and entertainment from/to any stakeholder that might represent a conflict of interest. Ordinary business meals and small tokens of appreciation such as gift baskets at festival time generally are fine, but stakeholders should avoid offering any Bidco family member travel and accommodation, frequent meals or expensive gifts (valued in excess of Kes. 1,000). Gifts of cash or cash equivalents such as gift cards, are not allowed.

Expensive gifts received by any Bidco family member must be disclosed to the Code of Ethics committee immediately.

Business and Financial Records

All stakeholders must keep accurate records of all matters related to the stakeholder's business with Bidco. This includes proper recording of all expenses and payments. If Bidco is being charged for a stakeholder employee's time, time records must be complete and accurate.

Do's

- *All stakeholders must provide accurate information to Bidco at all times.*
- *Stakeholders must follow set Standard Operating Procedures (SOP's) and adhere to the provisions of the contract they have entered with Bidco.*
- *All stakeholders must comply with all statutory requirements that enable them to engage in lawful business with Bidco.*

Don'ts

- *Engage in bribery, theft, fraud, forgery or any criminal offence.*

Bribery

Bidco is a corruption free zone with zero-tolerance to bribery and bribery-related activities. Corruption is a criminal offence punishable in the Republic of Kenya under the Anti-corruption and Economic Crimes Act Laws of Kenya including the Bribery Act 2016 Laws of Kenya. It is presumed that every stakeholder has read and understood the said Acts as ignorance of law is no excuse (*ignorantia juris non excusat*).

Confidentiality of Information

Stakeholders must protect the confidential information of Bidco. All stakeholders exchanging confidential information with Bidco shall enter into a Non-Disclosure Agreement (NDA) with Bidco.

Reporting Misconduct

Stakeholders who believe that a Bidco family member, or anyone acting on behalf of Bidco, has breached the Code of Ethics, should report to ethics@bidcogroup.com and/or the contact number provided.

Commitment

All stakeholders are committed to operate ethically and to lead with integrity. This commitment is embedded in the values of Bidco.



CONTACT INFORMATION

TO REPORT ANY VIOLATIONS OF
THIS CODE OF ETHICS AND/OR TO SHARE ANY RELEVANT
INFORMATION, PLEASE SEND AN EMAIL TO:

ethics@bidcogroup.com

(or)

Contact: +254 67 2821111

COMMUNICATION WILL
BE TREATED WITH UTMOST
CONFIDENTIALITY AND THERE WILL BE
NO VICTIMISATION WHATSOEVER
FOR MAKING A REPORT IN GOOD FAITH.

