

## Code of Ethics

### Introduction

At *Take Note Event Management (Pty) Ltd*, we are committed to maintaining the highest ethical standards in all aspects of our business operations. Our Code of Ethics serves as a guide to promote integrity, professionalism, and responsible behaviour among our employees. By adhering to this code, we strive to create a work environment that fosters trust, respect, and accountability.

### Integrity

We conduct our business with honesty, transparency, and the highest moral principles. We uphold the values of truthfulness, fairness, and reliability in all our interactions and decisions. We do not engage in any form of dishonesty, including fraud, misrepresentation, or deception.

### Professionalism

We maintain a high level of professionalism in our relationships with clients, partners, suppliers, and colleagues. We treat everyone with respect, courtesy, and fairness, valuing diversity and promoting equal opportunities. We strive for excellence in our work, delivering quality services that meet or exceed our clients' expectations.

### Confidentiality

We respect the confidentiality of sensitive information entrusted to us by our clients, partners, and employees. We handle and protect confidential data, trade secrets, and intellectual property with the utmost care, only disclosing information when authorised or required by law. *Take Note Event Management (Pty) Ltd* is registered under the Protection of Personal Information Act (POPIA).

### Conflict of Interest

We avoid situations where personal interests may conflict with the interests of *Take Note Event Management (Pty) Ltd*. Employees must disclose any potential conflicts of interest to their supervisors or the Human Resources Department promptly. We make decisions and act in the best interests of the company and our clients, ensuring that personal interests do not compromise professional judgment.

## **Compliance with Laws and Regulations**

We comply with all applicable laws, regulations, and industry standards in the countries and regions where we operate. We are committed to upholding legal and ethical business practices, including but not limited to anti-bribery, anti-corruption, data protection, and fair competition laws.

## **Health, Safety, and Environmental Responsibility**

We prioritise the health, safety, and well-being of our employees, clients, and event participants. We provide a safe and healthy work environment, complying with relevant health and safety regulations. We also strive to minimise our environmental impact and promote sustainable practices in our operations.

## **Social Responsibility**

We are committed to being responsible corporate citizens and actively contributing to the communities where we operate. We support charitable initiatives, engage in volunteer activities, and promote diversity, inclusivity, and social equality.

## **Reporting Violations**

We encourage employees to report any violations of this Code of Ethics or any concerns about unethical behaviour through established channels, such as the Human Resources Department or a designated confidential reporting mechanism. We assure confidentiality and non-retaliation for whistleblowers.

## **Compliance and Consequences**

Compliance with this Code of Ethics is mandatory for all employees of *Take Note Event Management (Pty) Ltd.* Violations may result in disciplinary action, up to and including termination of employment or contractual relationships. Non-compliance with legal and ethical obligations may also result in legal consequences.

## **Conclusion**

By adhering to this Code of Ethics, we demonstrate our commitment to conducting business ethically, maintaining the trust of our clients, partners, employees, and the wider community. It is the responsibility of each employee to understand and uphold these ethical principles in their daily activities.

Approved By:

**Joey Swart** | Managing Director

1 January 2026

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