



Alfa – Code of Conduct

By agreeing and following below statutes, everyone in Alfa's organization undertakes the following:

1. Never engage in any form of bribery/corruption, either directly or through a third party.
2. Never offer or make an incorrect payment, or accept an incorrect payment (cash or other) to any individual, including any local or foreign official anywhere in the world.
3. Never try to influence an individual, or a local or foreign official, to act illegally or inappropriate.
4. Never offer, or accept, money or anything of value, such as gifts, bribes or commissions, in connection with the procurement of the business or of a contract.
5. Never offer or give a gift or sign of hospitality to any individual employee or government official or representative if there is any expectation that may mean a returned favour.
6. Never receive a gift from any business partner if there is a suggestion that a returned favour is expected or implied.
7. Never facilitate payments to obtain a level of service that you would not normally be entitled to.
8. Never ignore or fail to report any indication of undue payments to the authorities concerned.
9. Never persuade or assist another individual to violate any applicable law or regulation.