



## CODE OF CONDUCT

### FOREWORD

This Code of Conduct lays out Lift Professionals Development Association's (LPDA) values, principles, guidelines and recommended practices for appropriate behavior in relation with the Association as a Non-Profit Organization. It forms part of the LPDA's policies that provide legal and ethical guidelines for relationships between members, affiliates, associates, employees, service providers and customers.

The Lift Professionals Development Association's code of conduct policy:

- Has been designed with consideration for LPDA's values, our registered affiliates, our employees, our clients and the services provided by our organization.
- Is driven by the fact that LPDA's reputation and work environment are based on the actions and behaviors of our affiliates and employees.
- Require compliance with all applicable South African legislation.
- Provides guidelines for acceptable behavior of our affiliates, employees and associates.
- Emphasizes use of good judgment.
- Provides examples of prohibited actions and behaviors that are regarded as misconduct while these examples are not all inclusive nor the limit of prohibition.
- Refers to other related policies such as handling of confidential information, discrimination, and conflict of interest



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### LIFTPROFESSIONALSDEVELOPMENTAGENCYCOMPLIANCEPRINCIPLES

FIDELITY TO PURPOSE

LAWFUL OPERATION

FAIR BUSINESS PRACTICES AND FAIR PLAY

AVOID CONFLICT OF INTERESTS

DO NOT TOLERATE INEQUALITY AND DISCRIMINATION

DEMOCRACY AND EMPOWERMENT

DO NOT TOLERATE CORRUPTION

DO NOT SUPPORT MONEY LAUNDERING

ADHERE TO THE OCCUPATIONAL HEALTH AND SAFETY STANDARDS

All printed copies, electronic copies and versions except the one accessible on the LPDA website are considered uncontrolled



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### FIDELITY TO PURPOSE

#### STATEMENT

The purpose of LPDA must be clearly defined in the founding documents and the board to ensure the Agency remains committed to that purpose. Any significant change of the purpose must result from a formal decision following a process of consultation that should whenever possible include members, donors and beneficiaries. Such decisions must be formalized by an amendment of the LPDA's founding document.

### LAWFUL OPERATION

#### STATEMENT

All applicable legislation must be observed and adhered to in all business operations and business decisions.  
Corruption and fraud distorts fair competition and increases probability of collusion and ultimately results to reputation damage and inflation of costs.

LPDA does not conduct unfair and dishonest business practices and carry out the organisational business in a manner that is free of corruption.

LPDA does not tolerate breaches of the law and any misconduct may result in disciplinary actions.

#### MEANING

LPDA affiliates, associates and employees must always comply with all applicable laws.

### FAIR BUSINESS PRACTICES AND FAIR PLAY

#### STATEMENT

LPDA is a Non-profit organization that observes and adheres to free and fair competition, consumer protection and promotes the protection of anti-trust laws.

#### MEANING FOR ASSOCIATES & EMPLOYEES

LPDA associates and employees must distance themselves from unlawful activities that diminish and distort fair business completion and exchange of information relevant to unfair competition.

#### EXAMPLE

Do not discuss prices with competitors.

### AVOID CONFLICT OF INTEREST

#### STATEMENT

Integrity, transparency and people development are the foundation of our business services; however, a conflict of interest can severely damage our image to our customers and associates who rely on the services we provide for our affiliates. A conflict of interest can arise when the private interests of an LPDA affiliate or employee conflict with the interests of LPDA and or our associates.

#### MEANING

LPDA affiliates and employees must not let personal interests and relations to influence their decisions.

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### DO NOT TOLERATE INEQUALITY AND DISCRIMINATION

STATEMENT	MEANING
LPDA is bound by rights, duties and obligations set out in the South African Constitution and therefore promote the Equality and Prevention of Unfair Discrimination Act 4 of 2000.	LPDA promotes a principle of fairness in all its relationships and activities. Discrimination of any form or nature cannot be tolerated.

### DEMOCRACY AND EMPOWERMENT

STATEMENT
<ul style="list-style-type: none"> <li>In the conduct of its affairs and in its relationships with each of its stakeholders LPDA and its members must demonstrate a clear commitment to democratic process and decision-making.</li> <li>LPDA provides instrumental tools for growth, avail the lift industry statistical data and promote transparency with regards to black equity and black management.</li> </ul>

### DO NOT TOLERATE CORRUPTION

STATEMENT	MEANING
<p>Bribery, or offering directly or indirectly with intent to gain advantage or induce improper performance such as granting, awarding or accepting a contract, must be avoided.</p> <p>Small promotional gifts of little value or invitations to business events in order to establish customer relations are acceptable, however LPDA members and associates must always seek to improve the image of the Association by ensuring that the receipt or offering of such gifts are reasonable, proportionate and in line with hospitality, politeness and local customs while not compromising the independence of any of the involved parties.</p>	<p>Do not offer or receive any form of gifts that may be construed as a bribe or that could affect or influence your decision making. If unsure discuss with your superior.</p>

### DO NOT SUPPORT MONEY LAUNDERING

STATEMENT	MEANING FOR EMPLOYEES
<p>Lift Professionals Development Association (LPDA) only conducts business relations with respectable and reputable business partners whose business activities comply with all applicable laws and whose funds are acquired through lawful activities.</p> <p>(Money laundering means acquiring money through criminal activities and smuggling it through to the legal financial circulation)</p>	<p>Ensure that the identity of our business partners is thoroughly checked and where necessary, vetted before entering into business relations.</p>



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ADHERE TO THE OCCUPATIONAL HEALTH AND SAFETY STANDARDS	
STATEMENTS	MEANING FOR MEMBERS
LPDA regards its members as its highest asset as it is essential to have engineering skills at a high level in order to achieve our mandate; we therefore adhere to the highest standards of Safety and regard the safety of our members as a primary responsibility. LPDA complies with the Occupational Health and Safety Act 85 of 1993 and all its subsequent amendments.	LPDA members must ensure that the rules for a safe workplace are complied with.