



**DECLARATION OF GIFTS, BENEFITS AND GESTURES
BUSINESS CODE OF ETHICS**

This declaration form supports the Digicall Business Code of Ethics Policy.

To avoid a conflict of interest, the appearance of a conflict of interest, or the need for the Company to examine the ethics of such transactions, our Company and its Employee's do not accept gifts with a value of over R1,000 or give gifts from/to vendors, suppliers, customers, potential Employees, potential vendors or suppliers, or any other outside individual or organization that conducts business with Digicall in any form ("associated parties"), without it being subject to scrutiny and declaration to Senior Management for approval.

Any Gift or gratuity, whether received from an associated party, has to be declared by completing the gift declaration form and submitting this to HR yameer.noormahomed@digicallgroup.co.za. Should an employee receive a gift in excess of R1000.00 in value, receipt of such a gift should be authorised by the employee's line manager and the line manager should co-sign the gift declaration form.

Any gift extended to an associated party has to be channelled through and authorised by the employee's direct line manager

Any gift, irrespective of its value, which has not been declared, will be considered unauthorised and subject to disciplinary actions related to bribery and corruption.

Details below should be completed in the best knowledge:

Employee Name:	
Job Title:	
Department:	
Line Manager:	
Declaration Date:	

Notify all interests before they affect your work. Seek permission before any offers of gifts are accepted. Declare the gift even if you have declined the gesture.

Details of the gift, benefit or gesture	
Date offered:	
Describe the interest and relationship with the provider:	

Signature of Business Unit Head:

Signed:

Print Name.....

Date:

Completed forms will be held on the Business Code of Ethics register held by the Human Resource Department. You have a right to see what is recorded on the register against your name. The register can also be accessed by the Chief Finance Officer as well as the Chief Executive Officer, or any member of the Risk and Ethics Committee. By signing this declaration form you also give consent for the company to record any personal information provided in this document.