



# Code for Business Conduct and Ethics for Directors and Management

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## **Interpretation**

### **Alternate Director**

means an individual appointed by a Director as his alternate, for a set period of time, to attend or represent such Director, in his name, at corporate meetings where the principal Director would be otherwise unable to attend.

### **An Independent Director**

is not tied with the existing ways of doing business of the Group, has not worked with or for the Group for a period 3 (three) years prior in any capacity that could interfere, or be reasonably perceived to interfere, with the exercise of his independent business judgment, which shall always be in the best interests of the Group.

### **Group Board**

means, for the purpose of this Code, the Board of Directors of Julius Berger Nigeria Plc.

### **boards**

means the boards of Directors of the companies in the Group.

### **CAMA**

Company and Allied Matters Act, Cap C20, LFN 2004 or as amended from time to time.

### **Chairman**

means the Chairman of the Group Board.

### **Company**

means Julius Berger Nigeria Plc.

### **Group or Julius Berger**

means Julius Berger Nigeria Plc and all its subsidiary companies and any other future subsidiaries of Julius Berger Nigeria Plc. Subsidiaries as used herein refers to any company where Julius Berger Nigeria Plc holds 51% (fifty-one percent) of the issued equity.

### **Director(s)**

means the member(s) of the boards and shall include both Independent and Alternate Directors.

**Extended family**

means, father, mother, brother sister, son daughter, spouse, cousin, uncle, aunt and relatives in the above genre, by marriage.

**Memart**

means the Memorandum and Articles of Association.

**The Code or This Code**

means this Code of Business and Ethics for Directors.

## 1. Introduction

The Code reflects the Group's practices and principles of behaviour that support this commitment. It further defines the legal and ethical standards that govern the Directors and their relationships with the Group, customers, employees, other Directors and with all other parties.

Directors fully understand and acknowledge that:

- A. they are entrusted with and are responsible for the oversight of the assets and business affairs of the Group in an honest, fair, diligent and ethical manner.
- B. they must act within the bounds of the authority conferred upon them and with the duty to make and enact informed decisions and policies in the best interest of the Group and its stakeholders.

Each Director is expected to read and understand this Code and its application to the performance of his or her responsibilities and to sign an "Acknowledgement" (see attachment at the end of the Code) that the Code has been received, read and understood and that he or she agrees to abide by its provisions.

It is understood that no code or policy can anticipate every situation that may arise. Accordingly, this Code is intended to serve as a source of guiding principles for the Directors.

In addition to application to the Directors, this Code shall apply also to every member of Management of the Group. Accordingly, reference to Director shall also include Management.

## 2. Loyalty

The Directors acknowledge their responsibility to be loyal to the Group, to be fully committed to its activities and to conform to the highest standards of business ethics.

## 3. Integrity

While the Directors have a primary responsibility to the Shareholders, the Directors must, at all times, act honestly, in good faith and in the best interests of the Group and its stakeholders and must not engage in any conduct likely to bring discredit to the Group.

## 4. Conflicts of Interest

Conflicts of interest may exist whenever the interests of a Director conflict in any way or even appears to conflict with the interests of any of the Group. While Directors are free to make personal investments and enjoy social relations and normal business courtesies, they must be conscious of any interests that may adversely influence the performance of their responsibilities.

A conflict situation can arise when a Director takes actions or has interests that may make it difficult to perform his or her Group responsibilities objectively. A Director must not allow personal interests, or the interest of any associated

person, to conflict with the interest of the Group or make improper use of information acquired as a Director to gain a personal advantage to the detriment of the Group.

Conflicts of interest also may arise when a Director, or an extended family member, receives improper personal benefits i.e. gifts that would obligate or appear to obligate as a result of his or her position with the Group, whether received from the Group or a third party.

Although it is not always possible to avoid conflicts of interest, it is the Group's policy to prohibit such conflicts when possible. The action which a Director will be required to take if he or she is faced with an actual or potential conflict of interest or duties in relation to a particular matter being considered by the board will depend on the nature and circumstances of the conflict and may include any of the following:

- Consult with the Chairman of the Board;
- Full and frank disclosure;
- Abstaining from voting on any motion relating to the matter and absenting himself or herself deliberations relating to the matter; or
- Resignation.

## **5. Secret profit**

Except as may be approved by the Group Board, all Directors are prohibited from the following:

- taking improper advantage of their position as Directors;
- taking for themselves personally, any opportunities that belong to the Group or are discovered through the use of corporate property, information or position;
- using corporate property, information or position for personal gain;
- competing with the Group.

All Directors are bound by the provisions of the Securities Trading Policy of the Group.

## **6. Confidentiality**

All Directors must maintain the confidentiality of information received in the course of the exercise of Directorial duties, except when the Company authorises disclosure or it is required by laws, regulations or legal proceedings.

Directors must also not use such confidential information for any purpose detrimental to the Group.

The term “confidential information” includes, but is not limited to, non-public information that might be of use to competitors of the Group or harmful to the Group or its customers, if disclosed. Whenever feasible, Directors should consult the Chairman if they believe they have a legal obligation to disclose confidential information.

A Director must also not disclose the content of discussions at boards, committees or corporate meetings except within appropriate and reasonable circles in the Group with a legitimate interest in the subject of the disclosures, unless that disclosure has been authorised by the Group, or is required by law.

A Director must not engage in conduct, or make any public statement likely to prejudice the Group’s business or likely to harm, defame or otherwise bring discredit upon or denigrate the Group, fellow Directors or staff.

## **7. Fair dealing**

All Directors must endeavour to deal fairly with the respective Group’s customers, suppliers, competitors, officers, and employees. None should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair dealing practices.

Inappropriate use of proprietary information, misusing information that was obtained without the Company’s consent or inducing such disclosures by past or present employees or an insider of other companies in the Group is prohibited.

A Director must perform his or her duties in good faith, acting honestly and free from intention to defraud.

## **8. Work environment**

The highest priority must be placed on promoting and preserving the health safety, and security of employees and Directors.

## **9. Protection and proper use of company assets**

All Directors should perform their duties in a manner that protects the Group’s assets and ensures their efficient use. All Group resources should be used for legitimate business purposes.

## **10. Accounting complaints**

The Board Audit Committee of the Group Board is responsible for establishing procedures for the receipt, retention, and treatment of complaints regarding accounting, internal accounting controls or auditing matters. Any Directors who has concerns or complaints regarding such matters are encouraged to promptly submit those concerns to the Board Audit Committee which, subject to its duties arising under applicable law, regulations, and legal proceedings, will treat such submissions confidentially. Such concerns or complaints may be made anonymously.

## **11. Fraud, misappropriation, theft, embezzlement and bribery**

No Director should commit, aid or assist in any fraud, misappropriation, theft, embezzlement, bribery or any similar activities.

## **12. Reporting any illegal or unethical behavior**

All Directors are encouraged to promptly contact the Chairman or the Chief Compliance Officer if the Director believes that he or she has observed illegal or unethical behaviour by any employee, officer or Director, or by anyone purporting to be acting on the Group's behalf or believes that he or she has been asked or required to engage in an illegal or unethical act, including but not limited to any violation of this Code, and the reporting Director has any doubt about the best course of action in a particular situation. For such reports, confidentiality will be maintained to the extent permitted by law.

## **13. Obligations**

All Directors must ensure the fulfilment of regulatory and statutory obligations imposed on the Group and that adequate controls to ensure compliance with best practices in financial procedures and reporting are in place.

They must also ensure that the accounts/reports of the Group and its components accurately reflect business performance and are not misleading or designed to be misleading. The Directors must use their reasonable endeavours to attend all corporate meetings. A Director has an obligation, at all times, to comply with the spirit as well as the letter, of the principles of this Code of Conduct.

## **14. Compliance with laws, rules and regulations**

All Directors are under obligation as responsible citizens, to obey the laws of the country and community in which the Group operates, and Directors must comply with all relevant laws, rules and regulations.

## **15. Standard of Conduct**

In discharging his or her duty, each Director must at all times act in a manner he or she believes, in good faith, to be in the best interests of the Group and exercise the care an ordinarily prudent person, in a like position, would exercise under similar circumstances. A Director's duty of care refers to the responsibility to exercise appropriate diligence in overseeing the business and affairs of the Group, making decisions and taking all other actions. In meeting the duty of care, Directors are expected to:

- Attend and participate in boards, committees and corporate meetings.
- Remain properly informed about the business and affairs of the Group by devoting appropriate time to reviewing periodic updates provided by Management as well as studying materials for boards, committees and corporate meetings prior to each meeting.



- Rely on others such as employees and professional advisors whenever appropriate.
- Make inquiries about potential problems that come to their attention and follow up until they are reasonably satisfied that Management is addressing them appropriately.
- Exercise independent judgment and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the boards.
- Bring an enquiring, open and independent mind to meetings, listen to the debate on each issue raised, consider the arguments for and against each motion and reach a decision that he or she believes to be in the best interests of the Group as a whole. In this regard, opportunity must be provided for a Director to put his or her views on issues before the boards or committees on which he or she sits and Directors should be able to engage in vigorous debate on matters of principle.
- Make available to and share with fellow Directors information as may be appropriate to ensure proper conduct and sound operation of the Group and its boards.

## **16. Amendment, modification and waiver**

The Group Board is responsible for setting the standards of conduct contained in the Code and for updating these standards as appropriate to reflect legal and regulatory development. This Code may be amended, modified, or waived by the Group Board.

As a general policy, the Group Board will not grant waivers to this Code in the event of breach.

## **17. Sanctions**

Any breach of this Code or the corporate charters by a Director would be reported to the Group Board for sanctions