	Business Integrity Management	Version: 1.0
	Business Ethics Policy	Date: 01 Dec 2020
		BI1-META-010-DOC2

1 PURPOSE AND SCOPE

META Group (META) demands and maintains the highest ethical standards in carrying out its business activities and acts within the laws of the land and any local regulations applicable to its activities at all times. Employees are expected to maintain the highest standards of conduct in carrying out their duties and responsibilities on behalf of META. This policy aims to assist employees in understanding the aspects of business ethics to which they are required to adhere.

This policy is applicable to META and its operational companies (OpCos).

2 PROCEDURE

2.1 Confidentiality

META has an obligation to safeguard all confidential information and material relevant to its business. This also applies to confidential information and materials that are obtained from its partners and other parties in the course of business. All employees are expected to protect the confidentiality of the information and data relating to META and its partners. If there exists any doubt as to the status of such information the employee should contact his line manager.

This confidentiality obligation applies both during employment by META as well after the employee has left META, until the information is in the public domain.

If the employee is required to disclose confidential information by law the employee must notify the META Group Compliance Officer as soon as becoming aware of this requirement.

2.2 Non-Solicitation


After leaving META' employment the employee will not seek to entice from META any person who was an employee or member of contracted staff of META at the date of termination of the employment contract or during the last 12 months of employment.

This restriction will apply directly to the employee in his or her personal capacity and indirectly as an employee agent, director or officer for any third party and the restriction shall continue for a period of 12 months from the termination date.

In agreeing to this restriction the employee acknowledges that it serves the purpose of protecting the legitimate business and commercial interests of META and that it is not unduly severe.

2.3 Patents and Inventions

META encourages employees to develop patentable inventions and will seek to utilize such inventions and patents in a manner mutually advantageous to META and META employees. Inventions include any discoveries, products, devices, apparatuses, computer software, processes, designs and improvements relative to any business that META is currently engaged in.

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Any idea, invention, design or improved production method and related systems arising from the employee's employment or duties specifically assigned to the employee, shall be the property of META. This applies whether it is achieved by the employee or jointly with any other person(s). The employee should disclose the idea, invention or design immediately to META and to no other person. Where appropriate, META will register any invention or design and the employee is required to provide every assistance.

If patent, registration or other rights are not granted to META in the first instance, then to the extent that the employee has any right or interest in the patent, registration etc., he will assign such rights to META for its own use absolutely or beneficially.

Please note that the copyright of any written material produced by the employee in the course of his employment or relating to his employment rests with META.

2.4 Conflict of interest


A conflict of interest occurs when an employee's personal interests conflict with his or her responsibility to act in the best interests of META. Personal interests include direct interests as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

The employee has a prime responsibility to META and is expected to avoid any activity which might interfere with that responsibility. The employee must not engage in activities or transactions which may give rise or which may be seen to give rise, to conflict between personal interests and the interests of META. For the protection of both META and the employee, it is essential that prompt and full disclosure is made to the relevant line manager of any situation that may involve such a conflict of interests.

If the employee inadvertently finds himself or herself in a situation where his objectivity may reasonably be questioned because of individual interest, family or personal relationships, the employee should notify his or her direct line manager immediately.

3 COMMUNICATION

The Business Ethics Policy should be available and accessible to all META employees, including the employees of its operational companies, as well as contractors.

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4 APPROVAL AND VERSION CONTROL

Approval:

	Date	Name	Position	Signature
Created:				
Reviewed:				
Approved:				

Revision History:

Revision no.	Revision Date	Name	Description