



TERRASEIS

## TERRASEIS VALUES & ETHICS CHARTER

### Our Values

#### **T**rain and Develop

- Identify, recruit and retain talent
- Continuous development through the provision of learning opportunities
- Foster individual growth through career progression

#### **E**xceed our client's expectations

- Care about the client
- Understand our client's needs
- Seek feedback
- Deliver superior value for services

#### **R**espect our cultural diversity

- Foster a multi cultural work environment
- Embrace differences in language and ethnicity
- Live by our Code of Conduct
- Compassion and empathy for all

#### **R**isk management

- Systematic and thorough analysis of risk
- Inclusive participation in risk mitigation
- Universal application of RM system
- Constant monitoring and updating

#### **A**im for Excellence

- Commitment to quality
- Monitor and analyse performance
- Continuous improvement
- Recognise and reward successes

#### **S**peak openly and honestly

- Talk straight
- Listen and respect others opinions
- Freedom to speak across boundaries

#### **E**njoy our work

- Celebrate success
- Recognise and reward positive behaviour
- Value friendships
- Leverage our strengths through positive reinforcement

#### **I**mprove the lives of people

- Maximise local employment and supply
- Promote nationalization of workforce in areas we operate
- Invest in health and wellbeing across the organization
- Recognise the importance of family and work life balance

#### **S**afety for life

- Demonstrated management commitment to safety
- Protect the lives of our people
- Ensure our people are equipped with the right tools and resources to stay safe
- Concern for our environmental footprint



## TERRASEIS

### Our Ethics

- Terraseis Group requires that its employees observe high standards of business and professional ethics in the performance of their jobs. This requirement involves not only acting in accordance with applicable domestic and foreign laws, but also acting in a moral and honest manner.
- Terraseis Group prohibits commercial bribes, kickbacks, and other similar payoffs and benefits paid to any suppliers or customers. Bribery includes any payment or other gift of significant value for the benefit of any representative of a supplier or customer.
- It is essential that all Terraseis Group employees neither make the types of payments prohibited by the FCPA and FPOA nor approve of such actions by others.
- This prohibition does not apply to reasonable expenditures for meals and entertainment of suppliers and customers that are legal and customary in the business. There may be certain circumstances where it is appropriate for Terraseis Group to expend other sums that benefit representatives of our suppliers or customers, such as financially supporting participation in training schools or conferences where Terraseis Group has worked jointly with such party. In each such case, the expenditure should be handled openly and consistently with the other party's approved policies, and in a manner appropriate for the occasion. Any such expenditure should be included on expense reports and approved in accordance with Terraseis Group's procedures.
- Employees and agents are also prohibited from receiving anything of significant value defined as above (other than ordinary compensation from Terraseis Group) in connection with a transaction entered into by Terraseis Group.
- It is also Terraseis Group's policy to select suppliers and contractors based on merit, without favoritism, and whenever practicable, on a competitive basis.

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Chairman

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Executive Director

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Jackie Crowley  
VP Human Resources

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