

# Razir Transport Services Ltd. (“Razir Transport”) Ethical Business Conduct Policy

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## **Purpose**

Razir Transport Services Ltd is committed to maintaining our reputation of conducting business in a fair, impartial, ethical, and proper manner. Therefore, integrity must underlie all company relationships, including those with customers, suppliers, communities, and among employees. The highest standards of ethical business conduct are required of all employees in the performance of company responsibilities.

## **Policy**

Employees will not engage in conduct or activity that may raise questions as to the company honesty, impartiality, reputation, or otherwise cause embarrassment to the company. Conduct that is prohibited under this policy may not be accomplished on an employee's behalf through anyone outside the company.

The company is committed to informing all employees in standards of ethical business conduct at a level of detail appropriate to their job functions. Certain managers and employees in sensitive positions, such as sales and marketing, finance, contracts, and materiel, require more comprehensive training as well as periodic refresher courses. Contract labor, consultants, and others acting for the company must also be made aware of and are expected to adhere to the standards of conduct.

Managers are responsible for promoting compliance with the standards of business conduct and ensuring that employees are familiar with these standards. (Refer to the company ethics and conduct rules.)

Employees are encouraged to ask questions, seek guidance, and communicate concerns regarding improper, unethical, or wasteful business practices and health, safety, and environmental issues to their manager, or to Internal Audit, Security, or executive-level management, who will investigate the reported concern.

Every effort will be made to ensure that internal confidentiality is maintained during an investigation, in order to protect anonymity and eliminate fear of retribution.

Violations of the company ethical business conduct policy are cause for disciplinary action. Discipline will be administered in accordance with policy.

Signature of person responsible for policy:



April | 03 | 2016

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Ken Grewal, President

Date