



SAIPATM
■ YOUR WEALTH

IN THE KNOW



UNETHICAL BEHAVIOURS

When in doubt about a decision that involves workplace ethics, **ask yourself the following questions:**

- Is my action in line with the SAIPA Code of Conduct?
- Is my action legal?
- Is my action honest and fair?
- How would my family, friends and neighbours react if they knew about my action?
- Would customers or shareholders approve of my action?

If the answer makes you feel uncomfortable, the action may not be appropriate.

The following selected examples of behaviours are considered unethical at Westfalia Fruit:

- Harassment, bullying and victimisation in the workplace
- Discrimination or uninvited verbal or physical conduct
- Theft or misuse of SAIPA time
- Unauthorised disclosure of confidential information and intellectual property

- Stealing, taking and removing any SAIPA's or third-party's property
- Altering, falsifying or forging all or any part of a document, contract, record or financial transaction
- Working under the influence of any substance that could impair judgment or interfere with the effective and responsible performance of duties
- Use of unethical or illegal practices to collect any competitive information
- Offering or taking any form of illegal payment
- Lack of compliance with any legal or contractual obligations
- Fraudulent misuse of property (for example improper expense accounts)

If you have experienced any of these, or other, unethical behaviours at SAIPA, report it anonymously to your independent fraud and ethics hotline, **Tip-offs Anonymous.**

Tip-offs
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