

NEC SECURITY SERVICES (SMC) LIMITED



NEC/SOMS/010

CODE OF CONDUCT FOR NORMS OF BEHAVIOR

Date: 18/11/2025

1. Purpose

NEC Security Services (SMC) Limited has established this Code of Ethics and Conduct to define the standards of behaviour, professional conduct, and ethical responsibilities expected of all persons working on its behalf.

This Code ensures that all security operations are conducted lawfully, professionally, and ethically, with full respect for human rights and human dignity, and in compliance with applicable legal, contractual, and international requirements.

2. Scope

This Code applies to:

- a) All employees of NEC Security Services (SMC) Limited
- b) Supervisors, managers, and operational leaders
- c) Subcontractors and outsourced personnel
- d) Any individual acting on behalf of NEC

Compliance with this Code is mandatory and forms a condition of employment and engagement.

3. Core Ethical Principles and Behavioural Expectations

3.1 Respect for Human Rights and Human Dignity

NEC Security Services personnel shall treat every individual with dignity, fairness, and respect always.

Personnel are required to:

- a) Avoid discrimination based on race, gender, nationality, religion, or any other status
- b) Respect cultural, religious, and social practices of the operating environment
- c) Conduct themselves in a manner that protects the dignity of all persons

Any conduct that undermines human dignity is strictly prohibited.

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3.2 Protection of Life and Safety

Personnel shall prioritize the protection of life and safety above all operational objectives.

They shall:

- a) Prevent harm to individuals
- b) Aid persons in distress
- c) Avoid unnecessary escalation of situations
- d) Act responsibly during emergencies

3.3 Use of Force and Authority

Personnel shall exercise their authority responsibly and within the limits of the law.

Use of force shall:

- a) Be lawful, necessary, and proportionate
- b) Be applied only as a last resort
- c) Be justified and reported

Personnel shall not misuse their authority or engage in punitive or excessive use of force.

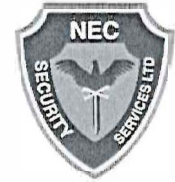
3.4 Professionalism, Discipline, and Conduct

Personnel are required to always maintain a high standard of professionalism.

This includes:

- a) Reporting on duty properly equipped and in uniform
- b) Remaining alert and performing duties effectively
- c) Following assignment instructions and procedures
- d) Maintaining discipline and appropriate conduct

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Personnel shall not engage in behaviour that may compromise operational effectiveness or damage the reputation of NEC Security Services (SMC) Limited.

3.5 Integrity, Honesty, and Anti-Corruption

NEC Security Services (SMC) Limited has zero tolerance for corruption, bribery, and unethical practices.

Personnel shall:

- a) Act honestly and transparently
- b) Not solicit, accept, or offer bribes or favours
- c) Avoid conflicts of interest
- d) Report any attempts of corruption

Any form of corruption or unethical conduct is strictly prohibited.

3.6 Conflict of Interest

Personnel shall avoid situations where personal interests conflict with their professional responsibilities.

They shall:

- a) Declare any potential conflicts of interest
- b) Avoid using their position for personal gain
- c) Act in the best interest of the organization and client

3.7 Substance Abuse and Fitness for Duty

Personnel are prohibited from:

- a) Reporting to duty under the influence of alcohol or illegal substances
- b) Using substances that impair judgment, performance, or decision-making

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- c) Engaging in behaviour that compromises operational safety

Personnel must remain physically and mentally fit to always perform their duties.

3.8 Respect for Property and Assets

All personnel are prohibited from:

- a) Reporting to duty under the influence of alcohol or illegal substances
- b) Using substances that impair judgment, performance, or decision-making
- c) Engaging in behaviour that compromises operational safety

Personnel must remain physically and mentally fit to always perform their duties.

3.9 Confidentiality and Information Protection

Personnel shall maintain strict confidentiality of all operational and client information.

They shall:

- a) Share information only with authorized persons
- b) Protect sensitive and classified information
- c) Avoid unauthorized disclosure

4. Prohibited Conduct (Zero Tolerance)

NEC Security Services (SMC) Limited strictly prohibits the following acts under all circumstances:

- a) Torture or cruel, inhuman, or degrading treatment or punishment
- b) Sexual exploitation, abuse, or gender-based violence
- c) Human trafficking
- d) Slavery and forced labour
- e) The worst forms of child labour

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- f) Unlawful discrimination
- g) Arbitrary detention or unlawful restriction of movement
- h) Corruption, bribery, or theft
- i) Abuse of authority or misuse of power

Any involvement in such acts shall result in immediate disciplinary action and may lead to legal prosecution.

5. Responsibility to Prevent and Report Violations

All personnel have a responsibility to:

- a) Prevent human rights abuses where possible
- b) Report any violations, misconduct, or unethical behaviour
- c) Act in accordance with organizational procedures

Reports shall be made through designated channels, including supervisors or confidential reporting mechanisms.

Failure to report known violations is considered a breach of this Code.

6. Whistleblowing and Protection Against Retaliation

NEC Security Services (SMC) Limited has established mechanisms to ensure that individuals who report concerns in good faith are protected.

The organization ensures that:

- a) Reporting channels are accessible and confidential
- b) Anonymous reporting is permitted
- c) Whistleblowers are protected from retaliation

Any act of retaliation is treated as serious misconduct.

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7. Declaration and Commitment

I, the undersigned, hereby confirm that:

- a) I have read and understood this Code of Ethics and Conduct
- b) I agree to comply with all its requirements
- c) I understand the consequences of non-compliance

Employee

Name: Makadi Amanga

Signature: [Handwritten Signature]

Date: 18/11/2025

Supervisor

Name: Maylele Pasneto Klatuk

Signature: [Handwritten Signature]

Date: 18/11/25