	Standard Operating Procedure EMPLOYEE CODE OF CONDUCT	<i>Creation date:</i> 18/09/2023
		<i>Communicated:</i> 01/10/2023
		<i>Review date:</i> 31/13/2023
		<i>Policy #:</i> HRA.01
		<i>Version:</i> 01
		<i>Company:</i> Rewilding Group
		<i>Confidentiality:</i> Internal
HUMAN RESOURCES POLICY		<i>Archiving:</i> Validation

1.0 Objective

Rewilding Company Employee Code of Conduct policy outlines the appropriate behaviour employees are expected to follow in the workplace towards their colleagues, supervisors and overall organization. We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

2.0 Application Domain

This policy applies to all prospective or current employees of the company regardless of employment arrangement or rank.

3.0 Policy Elements

Company employees are bound by their contract to follow the company’s code of conduct while performing their duties.


Compliance with Law
All employees should comply with all environmental, safety and operational dictations of local and international laws. Employee should also respect the company policy with regard social corporate responsibility. All employees are obliged to refrain from unlawful and offensive behavior against Rewilding Company’s finances, equipment, products, partnerships or public image.

Respect in the workplace
All employees are bound by the company’s equal opportunity policy. They should behave in a respectful manner towards their colleagues. Any kind of discriminatory behavior harassment or victimization is prohibited. This applies to all aspect of our workplace from recruitment and evaluation processes to interpersonal relation between employees. We won’t tolerate this behavior and will take corrective actions when appropriate.

Protection of Company Property
All employees should treat our company’s property, whether material or intangible, with respect and care. Employees:

- Shouldn’t misuse company equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property (e.g. company vehicles, equipments, etc) from damage and vandalism, whenever possible.

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Professionalism

All employees must show integrity and high quality professionalism in the workplace.

- **Corruption**

We discourage employees from accepting and soliciting gifts from our clients, contractors or partners and prospective employees. We prohibit briberies for the benefit of any external or internal party. This behavior may invoke legal actions

- **Job duties and authority**

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

Absenteeism and Tardiness

Employee should follow their established schedules. We can make expectations for occasions that prevent employees from following standard working hours or days. But generally, we expect employees to be punctual when to and leaving from work.

Conflict of Interest


Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing sale or provision of goods and services) which may benefit or be seen to benefit that person because of his /her direct monetary or financial interest affected by or involved in that matter.

In the event that such a matter arises , the person shall formally disclose the interest refrain from attempting to persuade or influence other persons participating in the decision and shall not cast any vote on the matter .

Confidentiality

Respect and maintain the confidentiality of information gained as an intern , volunteer or employee, including but not limited to all computer software and files, business information such as financial records, employee data; third party information such as financial statement presentation , survey results

Respect and maintain the confidentiality of individual person information such as salaries, employee records, and disciplinary actions gained through your role within Rewilding company.

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Personal or Sexual harassment

Sexual harassment is any conduct, comment gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual or that might on reasonable ground be perceived by that individual as placing a condition of sexual nature on an employment or career development

Personal harassment means any conduct whether verbal or physical that is discriminating in nature based upon another person’s race colour ancestry place of origin, political belief religion, marital status physical or mental disability, sex age or sexual orientation. It is discriminatory behavior directed at an individual that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.

Collaboration

Employee should be friendly and collaborative. They should try not to disrupt the workplace present obstacle to the work of their colleagues

Communication

All employees must be open for communication with their colleagues, supervisors or team members. Any employee in the workplace can talk to others so that their workplace can be productive and problem-free

Benefits

We expect employees to not misuse/abuse their employment benefit .This can refer to time off granted to an employee for a specific reason (e.g.stick leave) insurance, facilities, subscriptions or other benefit that our company offers.

Policies

All employees should be aware of and follow organizational policies and procedure

Corrective /Disciplinary Actions


Failure to comply with any part of the code of conduct’s guidelines will result in appropriate disciplinary action as per Rewilding Company disciplinary policy and procedure.

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

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Employee Declaration

I have read, understand and will comply with the preceding policy.

Employee signature

Date

Name: _____

Designation: _____