



CODE OF ETHICS

Preamble

Mozambique Logistics & Equipment Vendor SA - MOLV, SA, values its business principles and strengthens its ethical actions in a transparent and legitimate manner in its relationships with interested parties: Employees, Customers, Suppliers, Service Providers, Competitors, Government Entities, Media, Environmental and other Entities, through this Code of Ethics.

This document portrays all ethical principles and standards of conduct issued by MOLV Management, which underpin the organization's growth, competitiveness and value creation.

Following our motto "More than a trusted partner", this code defines the vision of how MOLV acts with different audiences, based on the values of Quality, Consistency, Enthusiasm, Diversity, Reliability and Integrity.

The standards of this code must be understood, accepted and practiced by all MOLV employees, regardless of their hierarchical position, functions and responsibilities.

MOLV assumes, in this sense, that only through ethical and socially responsible conduct is it possible to contribute to the strengthening of the social economy sector and to true sustainable development.

It further undertakes to monitor, evaluate, review and periodically communicate the provisions of this code.

Victor Manguele

Managing Partner

Maputo, 23rd November 2023

1. OBJECTIVE AND APPLICATION

This Code aims to:

- Serve as an individual and collective reference for employees' attitudes and behaviors, so that everyone follows the same values and standards of conduct;
- Be a reference for the professional conduct of all MOLV workers;
- Raise awareness, clarify and disseminate MOLV's values and ethical principles so that everyone within it can carry out the professional actions that are their responsibility with dignity and honesty;
- Ensure the existence and sharing of values and standards of conduct, reinforcing a common organizational culture and thus creating a work environment that promotes respect, integrity and equity;
- Ensure that the pursuit of MOLV's mission is compatible with its ethical principles and conduct;
- Contribute to the realization of MOLV's social and environmental responsibility;
- Eliminate the subjectivity of personal interpretations of moral and ethical principles;
- Publicize MOLV's commitment, reinforcing its public image and trust in the organization;
- Ensure a relationship of trust between all managers and all workers and interested parties;

This code is intended for all MOLV employees, regardless of their hierarchical level, and its interested parties, with regards to:

- Individual behavior, attitudes and acts;
- External relations with all external entities (public or private);
- Activities in relation to the environment and communities;
- The relationship between the company and employees with society in general.

2. TERMS AND DEFINITIONS

MOLV - Mozambique Logistics & Equipment Vendor SA;

Code of Ethics - is a document containing the values that guide the organization's actions, as well as the ethical principles and standards of conduct to which the organization and its stakeholders are bound and assume as their own;

Customers – corresponds to individual or collective entities to whom MOLV provides services;

Conflict of interest – is an act generated when the personal interests of a MOLV employee interfere, are distinct, are incompatible or compete with the interests of MOLV, to the extent that these, currently or potentially, impede the exercise of their duties of exemption and impartiality in pursuing the interests of the Company and the public;

Suppliers or service providers – these are individual or collective entities who supply products or services to MOLV;

Interested Party/stakeholder - Person or Entities that can affect, be affected by, or consider themselves to be affected by a decision or activity of MOLV;

Collaborator / worker – people linked to MOLV through an employment contract, celebrated according to the labor legislation.

3. STRATEGIC DIRECTION

3.1. Mission, vision and values

Mission

Develop lasting business relationships, maintaining the highest standards of integrity in all our actions.

Vision

Provide agile and effective intelligent solutions to our customers and partners through robust, safe, intuitive tools and trained, qualified and enthusiastic professionals with “cost-benefit” as the main reference value.

Values

- Quality;
- Consistency;
- Enthusiasm;
- Diversity;
- Reliability and
- Integrity.

4. PRINCIPLES

Ethical principles reflect MOLV's values, towards the highest standards of action.

When carrying out their duties, MOLV workers are obliged to comply with MOLV instruments, policies and procedures, as well as subordination to the Constitution of the Republic of Mozambique and applicable legislation, and must behave responsibly and ethically correctly at all times and in all circumstances.

4.1. Quality

MOLV workers must carry out their activities in order to guarantee a job well done in the search for perfection, considering the human factor, motivation, established objectives, personal fulfillment, meeting customer needs, as well as exceeding their expectations.

4.2. Consistency

MOLV workers must ensure compliance in the provision of services in order to exceed customer expectations, as well as guarantee the ability to provide services according to demand, considering the experiences obtained in previous acts.

4.3. Enthusiasm

MOLV workers must carry out their activities with great interest and dedication; guarantee active and proactive participation in the various MOLV matters and guarantee efficient and effective communication internally and with the outside world, as necessary, always obeying the procedures established by MOLV.

4.4. Diversity

This principle translates into the recognition of all people, so all MOLV workers must:

- Oppose any form of discrimination, whether in internal or external relations, whether based on age, sex, gender, sexual orientation, marital status, religion or beliefs, ethnicity, language, education, economic situation, social condition, physical or mental, or any other discriminatory factor;
- Make a commitment to diversity and equal opportunities for all, respecting the unique attributes and perspectives of each person, whether in internal or external relationships;
- Provide services without discrimination of any nature and without personal preferences or interests;
- Differentiate personal convictions and professional obligations.

Molv, as an employer, must also:

- Promote equitable treatment and equal opportunities for work and progression, without any type of discrimination;
- Safeguard equal pay and benefits for all who occupy similar services and/or with similar levels of responsibility.

Responsible Leadership

Hierarchical managers must be exemplary in complying with standards and promote training, clarification, monitoring and evaluation of their teams. In a sense of continuous improvement and transparency, participatory management must also be guaranteed, in which everyone must contribute with suggestions and/or concerns.

Prevention of moral and/or sexual harassment

Moral harassment is an extreme process of hostility in the workplace and defined as any abusive and/or unwanted behavior (such as gestures, words, attitudes or behaviors), systematically, practiced by colleagues and/or managers, with the intention to intimidate and affect the dignity, psychological or physical integrity of a person, create a hostile or destabilizing work environment or even lower self-esteem with a view to, ultimately, leading to their removal from the workplace.

Sexual harassment is any unwanted behavior of a sexual nature, in verbal, non-verbal or physical form, with the aim or effect of disturbing or embarrassing a person, affecting their dignity, or creating an intimidating, hostile environment, degrading, humiliating or destabilizing. It can occur through acts, insinuations, requested financial contacts and impertinent invitations with the aim of obtaining sexual advantage or favor.

Therefore, MOLV workers must:

- Do not tolerate any form of harassment, moral, sexual or psychological, verbal or physical conduct, humiliation, coercion or threats;
- Listen to others and respect them, even when there are disagreements, building relationships where everyone has space to express themselves without offense;

- Promote healthy work environments, not creating or tolerating offensive, intimidating or hostile behaviors, which may characterize situations of embarrassment, disrespect, abuse of power and harassment

4.5. Reliability

MOLV workers must guarantee and convey trust to customers and other interested parties in order to maintain the high levels of credibility entrusted to them.

Confidentiality, in turn, is an important aspect to highlight, which concerns the value and ownership of information collected as a result of professional relationships, which must be safeguarded, unless there is a legal or professional right or duty to disclose, and cannot be used for personal advantage or that of third parties. Therefore, MOLV workers must:

- Promote the observance of confidentiality in the treatment and handling of internal and external information, safeguarding the non-occurrence of inappropriate access and undue disclosure;
- Respect the protection of personal data, using them only for legally stipulated purposes;
- Ensure communication, sharing and recording of information between Molv and other partners, refraining from hiding or withholding any information/documentation relevant to the proper functioning of the services;
- Maintain the confidentiality of information, preserving this obligation even after the termination of the employment relationship.

4.6. Integrity.

All MOLV workers must be guided by the values of integrity and coherence, through promoting an attitude of personal honesty, good faith and responsibility, in direct articulation with its mission, values, vision and objectives, by:

- Guarantee objectivity and absolute independence between personal interests and the interests of the organization;

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- Always adopt maximum professionalism and ethical behavior in internal and external relationships;
- Use courtesy in messages and institutional documents, always acting with caution when speaking on behalf of MOLV;
- Establish relationships with interested parties that are characterized by clarity, coherence, truth and transparency, underlying the values and principles enshrined in this Code;
- Promote critical dialogue, in a constructive way, in the definition of new methods and processes that contribute to the continuous improvement of MOLV's operations;
- Act with dedication and discipline in carrying out the tasks to be performed, seeking to continually update and improve professional skills, for the benefit of personal development and the organization;
- Act in defense of MOLV's interests;
- Work as a team to achieve objectives that belong to a common project and not compete with colleagues through the use of unfair and unfair methods;
- Promote collaboration between departments and colleagues, through the sharing of professional experiences, enabling the more effective functioning of each service;
- Avoid conflicts with colleagues;
- Prevent private matters from disproportionately interfering with work time.

Molv, as an employer, must also:

- Cooperate actively and fully with all interested parties, in a logic of social responsibility, considering criteria of efficiency, respect, consideration and response to the interests of the parties involved;
- Promote the physical and psychological well-being of all Molv workers;

- Motivate workers so that they remain in the organization and prosper in their professional development;
- Promote practices for reconciling family and professional life;
- Promote organizational entrepreneurship and organizational values following ethical, social and moral standards

Conflict of interest prevention

A conflict of interests exists whenever MOLV employees have or may have private or personal interests in a certain matter that may influence, directly or indirectly, even apparently, the impartial and objective performance of their respective functions. Therefore, MOLV workers must:

- Highlight and communicate situations that may constitute a conflict of interest, namely the existence, direct or indirect, of personal interests from which potential personal, financial or other advantage may be derived for oneself or third parties, regardless existing relationships, and that may influence performance in the exercise of their functions;
- Inform the hierarchical superior, whenever foreseeable, of the occurrence of a conflict of interest, and formally request, when justified, the excuse from exercising this specific function, with the purpose of ensuring performance impartial, objective and transparent;
- Do not use privileged knowledge, acquired in the course of professional activity, for your own benefit and/or that of third parties.

Training and skills development

The underlying training and development of skills is access to training and education opportunities that allow you to effectively contribute to the development of the organizational mission. Therefore, each and every one of us must:

- Recognize professional training as a factor that enhances performance improvement and reinforces motivation;
- Ensure participation in training and capacity building actions, whenever necessary;
- Seek permanent updating of knowledge and continuous professional development;
- Maintain up-to-date knowledge of professional practices, through a proactive attitude of seeking professional knowledge, from a perspective of co-responsibility

Molv, as an employer, must also:

- Ensure the professional qualification of workers;
- Complement the technical knowledge and professional experience of workers;
- Contribute to the personal and professional fulfillment of workers.

Prevention of fraud and corruption

Corruption is understood as the practice of any act or its omission, legal or illegal, against the receipt or promise of any compensation that is not due, to oneself or to third parties. Therefore, MOLV workers must:

- Know and act in accordance with the anti-corruption legislation in force in the country.

5. INTERNAL AND EXTERNAL RELATIONSHIP

Individual responsibility

Individual responsibility is a duty and a right of all people, which is why it is considered to be a guiding value for the conduct of MOLV workers. Therefore, MOLV workers must:

- Maintain independence and impartiality, refraining from any action that arbitrarily harms MOLV;
- Comply with the standards contained in MOLV's guiding documents;
- Adopt a professional attitude and ethical conduct;
- Guide personal and professional integrity, critical capacity and spirit of initiative;
- Know your own limits, promoting self-responsibility for the quality of work and recognizing mistakes made, correcting them and avoiding them in the future;
- Ensure efficiency in carrying out duties, acting in a professional and ethical manner;
- Assume responsibility for losses or damages caused to MOLV.

Social and environmental responsibility

MOLV voluntarily undertakes actions that are not limited to strict compliance with legislation, they seek to increase the level of demand in its operations. Therefore, MOLV must:

- Adopt organizational practices in line with social development, environmental protection, respect for fundamental rights and transparent management with the conciliation of the interests of different interested parties;
- Raise awareness, promote and disseminate good environmental practices;
- Adopt sustainable environmental development strategies and instruments.

Safety and Health at Work

Within the scope of its Quality, Health and Safety at Work Management System with the aim of improving working conditions and the working environment. Health at work encompasses the promotion and maintenance of the highest degree of physical and mental health and social well-being of workers in all professions. Therefore, MOLV must:

- Ensure compliance with applicable standards (ISO 45001, labor law and others) regarding safety, health, hygiene and well-being in the workplace;
- Promote a healthy and safe work environment, adopting measures to preserve physical, mental and moral integrity;
- Comply with safety rules, and it is the duty of workers to inform the hierarchies or responsible services of the occurrence of any irregular situation that could compromise the safety of the organization's people, facilities or equipment;
- Recognize health and safety in the workplace as a fundamental human right, valuing life and respecting people's physical and moral integrity.

Use of organization resources

It is considered essential to preserve and guarantee the good use of the organization's resources, therefore MOLV workers must:

- Respect and protect MOLV's assets;
- Only use MOLV's physical and financial resources for official use, unless their private use has been explicitly authorized, and do not allow their abusive use by third parties;
- Adopt, when carrying out its activity, measures that avoid wasting resources, using them in a proportional manner and compatible with the defined objectives;
- Maintain and update records of expenses incurred in carrying out professional activity in order to ensure correct reimbursement of expenses incurred.

Offers and bonuses

MOLV workers must not receive compensation, offers and bonuses or other special considerations in return for fulfilling their duty in relation to MOLV's business;

However, MOLV workers are permitted to receive offers under the following conditions:

- When intended to be integrated into MOLV's Assets, despite the receipt of offers, it will be prohibited if the value exceeds 1500,00 MZN and if it occurs within 1 previous or subsequent year, within which MOLV is providing some service.
- Offers on the occasion of festive dates, as long as they do not exceed the limits established in the previous point;
- Offers that exceed the established limits, upon receipt, the worker must inform in writing and channel them to MOLV Management, who will determine their use.

Questions/Complaints and Suggestions

In case of doubts, they should consult the Management for prior clarification by contacting: comercial@molvholding.co.mz.

Non-compliance

Lack of knowledge of these standards or misinterpretation does not justify unethical conduct, nor does it exempt from responsibility resulting from non-compliance with this code, therefore, acts committed in violation of the principles will be subject to due responsibility.

6. ADHERENCE TO THE PRINCIPLES OF THE MOLV CODE OF ETHICS AND CONDUCT

Ethical conduct is fundamental to establishing and sustaining legitimate, productive and lasting relationships between organizations. For the prevention of corruption, for adherence to ethical standards and for responsibility and transparency in the pursuit of its mission, MOLV promotes, among all its employees and applicable interested parties, the subscription to this Code of Ethics, through the signing of a membership agreement (ANNEX I).

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7. REFERENCE DOCUMENTS

- NA

8. MATRIX OF RESPONSIBILITIES

Entity	Responsability
Estrategic Management	Review, approve, make available, disclose, guarantee and fully comply with the code.
IMS	Develop, review, guarantee and comply with the code
Molv employees and relevant stakeholders	Comply with and report any deviations in the implementation of the Code

9. CHANGE HISTORY

Last revision date	Revision nº	Responsible	Description of the change
17/11/2023	00	EM (GE)	Original document

10. APPROVAL TABLE

Entity	Function	Name	Signature and date
Director	Approve		

ANNEX I

TERM OF ADHERENCE TO THE CODE OF ETHICS

_____, ID nº _____, I hereby, through this Term of Adhesion, ratify my adherence to the MOLV Code of Ethics, as published on XXXXXX, 2023, certifying that I received and read it, committing myself to observe its provisions and to report any practice that may constitute an alleged violation of it.

Declarant's signature

Maputo, 23rd November 2023