

THE CODE OF ETHICS OF BEUKES & SONJA NEL ATTORNEYS

1. Purpose

This Code of Ethics outlines the standards of ethical behavior expected from employees, suppliers, and clients associated with Beukes & Sonja Nel Attorneys. It reflects our commitment to upholding the highest standards of integrity, professionalism, and ethical conduct in the legal profession. This Code also establishes procedures for addressing instances of non-compliance.

Relationship of the UTMOST TRUST and RELIABILITY with 100% compliance is non-negotiable.

2. Core Values

- **Integrity and Honesty**

All employees, suppliers, and clients are expected to act with integrity and honesty. For employees, this means performing legal work with transparency and truthfulness. Suppliers are expected to engage in fair business practices, while clients are required to provide accurate and truthful information to support their legal cases.
- **Confidentiality and Privacy**

Employees must strictly adhere to client confidentiality, maintaining privacy over all legal matters. Suppliers who may be exposed to confidential information must also uphold these standards. Clients expect respect and the privacy of their legal matters and no disclosure of information without proper authorization and purpose (e.g. litigation briefs to Counsel).
- **Professionalism and Respect**

Professional conduct is required in all interactions. Employees must act in the best interest of clients with objectivity and legal expertise. Suppliers must deliver their services with the same professionalism. Clients should treat legal staff with respect and understand that legal outcomes are based on the merits of their case.
- **Fairness and Equality**

Our legal practice values fairness and equality. Discrimination, harassment, or unequal treatment of any kind will not be tolerated. Employees must foster an inclusive environment, suppliers must engage in non-discriminatory practices, and clients are expected to act with respect and fairness toward all legal personnel.

3. Responsibilities

- **Employees**

Employees are expected to:

 - Provide diligent, competent, and ethical legal services.
 - Avoid conflicts of interest and disclose any potential conflicts immediately.
 - Uphold the confidentiality of client information.
 - Comply with all legal, regulatory, and ethical obligations specific to the legal profession.
- **Suppliers**

Suppliers are expected to:

 - Act in accordance with fair and transparent business practices.

- Avoid conflicts of interest in their dealings with the legal practice.
- Maintain confidentiality when handling all information.
- Deliver goods and services in a professional and ethical manner.

- **Clients**

Clients are expected to:

- Provide full and accurate information to support their legal representation.
- Cooperate with the legal advice and direction given by their legal representatives.
- Adhere to agreed timelines and financial commitments.
- Respect the professionalism and ethical boundaries of legal practitioners.

4. Legal Compliance

All employees, suppliers, and clients are required to adhere to applicable laws, regulations, and industry standards. Our legal practice is committed to ensuring compliance with these laws, and non-compliance will be addressed through the processes outlined below.

5. Conflict of Interest

Employees, suppliers, and clients must disclose any potential conflicts of interest that could interfere with their professional or contractual obligations to the firm. Any conflict should be brought to management's attention and resolved to ensure transparency and fairness.

6. Anti-Bribery and Corruption

Employees are prohibited from accepting or offering (irrelevant of the monetary value) any form of bribe or improper advantage, whether from suppliers or clients. Suppliers must refrain from offering inducements, and clients should ensure that all engagements with the firm are based on lawful and ethical conduct. Any form of corruption or bribery will result in immediate action and if found guilty immediately dismissed.

Any offerings sent to employees must be immediately reported and handed in to the office manager for return.

7. Handling of Non-Compliance

Non-compliance with this Code of Ethics will be handled through a structured process, ensuring fairness and accountability.

- **Reporting Non-Compliance**

Any employee, supplier, or client who becomes aware of behavior that violates this Code of Ethics is encouraged to report the issue to [Designated Ethics Officer/HR Department]. Reports can be made confidentially, and retaliation for reporting unethical behavior is strictly prohibited.

- **Investigation of Violations**

Upon receiving a report of non-compliance, an investigation will be initiated by the [Designated Ethics Officer/HR Department]. The investigation will include:

- A review of the alleged violation.
- Interviews with relevant parties, including witnesses.
- A thorough assessment of the facts to determine whether a breach has occurred.

- **Disciplinary Actions for Employees**

If an employee is found to be in violation of this Code, the following disciplinary actions may be taken, depending on the severity of the breach:

- Verbal or written warning.
- Suspension or demotion.
- Termination of employment.
- Reporting to professional regulatory bodies (if applicable), which may lead to disbarment or further legal consequences.

- **Consequences for Suppliers**

If a supplier is found to be in violation of this Code, actions may include:

- Termination of the supplier contract.
- Disqualification from future business engagements.
- Legal action in cases of fraud, corruption, or breach of contract.

- **Consequences for Clients**

If a client is found to be in violation of this Code, such as providing false information or engaging in unethical conduct:

- The firm may terminate the client relationship.
- Legal services may be withdrawn, subject to the legal and ethical obligations of the practice.
- In cases of fraud or misconduct, legal action may be pursued against the client.

8. Disciplinary Process

Employees who transgress these values will be subjected to disciplinary action. Due to the seriousness of these core values criminal and civil action may also become relevant.

9. Whistleblower Protection

Individuals who report non-compliance in good faith are protected from retaliation. If any form of retaliation occurs, it will be investigated, and those responsible will face disciplinary action, up to and including termination.

10. Continuous Review and Improvement

This Code of Ethics will be reviewed periodically to ensure that it remains relevant and reflective of the evolving standards of legal practice. All employees, suppliers, and clients are expected to stay informed of any updates or changes.