



INTEGRITY POLICY

We are absolutely committed to conducting our business in a legal, honest and ethical manner. This commitment flows from the unifying set of beliefs and behavioural expectations of the “Base Way” and is considered critical to achieving our long term goals. We do not accept or tolerate any behaviour that is inconsistent with this commitment. We recognise that perception of integrity is as important as the fact. We hold ourselves and each other to account for this.

We achieve this by:

- **Prohibiting bribery and corruption in all forms.** Base employees must not commit, or be a party to, or be involved in bribery or corruption.
- Ensuring that gifts, entertainment, travel and per diem reimbursements are **not given or received as a reward or encouragement for preferential treatment**
- **Base not participating in party politics.** We do not make payments to political parties or individual politicians. Staff may participate in politics where they act purely as individual citizens.
- **Not making charitable donations or sponsorships that could be perceived as bribes or payments to gain an improper business advantage.**
- Ensuring our **personal activities and interests do not conflict with our responsibilities to Base.** It is important that even the appearance of a conflict of interest be avoided.
- Requiring **3rd parties who act on Base’s behalf to comply with this Integrity Policy and the Integrity Standard.**
- Requiring all employees to **confront inappropriate behaviour in others.** Everyone at Base has a responsibility to report violations of this policy.
- Including **demonstrating the “Base Way” as a specific accountability in every role description.**

Tim Carstens
Managing Director

Colin Bwye
Executive Director – Operations and Development

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