



JHR GENERAL SUPPLIER COMPANY LIMITED

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Company Code of Conduct 2025-2026

JHR General Supplier Company Limited

1. Introduction

At **JHR General Supplier Company Limited**, integrity, accountability, and respect are the cornerstones of our business. This **Code of Conduct** outlines the principles and expectations that guide our professional behavior, both internally and externally, across all levels of the organization and in every location where we operate.

All employees, management, suppliers, contractors, and business partners are expected to read, understand, and comply with this Code.

2. Purpose

The purpose of this Code of Conduct is to:

- Promote ethical and lawful behavior
- Ensure compliance with applicable laws and regulations
- Foster a respectful, safe, and inclusive workplace
- Protect the reputation and interests of JHR General Supplier Co. Ltd.

3. Scope

This Code applies to:

- All employees and directors of JHR General Supplier Co. Ltd.
- Contractors, consultants, and temporary staff
- Third-party suppliers, vendors, and agents acting on behalf of the company

4. Core Principles and Expected Behaviors

a. Compliance with Laws and Regulations

We will comply with all applicable local, national, and international laws and regulations in every jurisdiction where we operate.

b. Integrity and Honesty

All employees must act honestly, fairly, and with integrity in all business dealings. Fraud, bribery,

corruption, and misrepresentation are strictly prohibited.

c. Conflict of Interest

Employees must avoid situations where personal interests could conflict with the interests of the company. Any potential conflict must be disclosed to management.

d. Gifts and Hospitality

Accepting or offering gifts, entertainment, or hospitality must be done within ethical and legal boundaries. Bribes or improper influence are not tolerated.

e. Confidentiality and Data Protection

We respect and protect the confidentiality of company information, employee data, and customer records. Unauthorized disclosure is strictly prohibited.

f. Fair Employment Practices

We are committed to equal opportunity, diversity, and non-discrimination in all aspects of employment. All workers must be treated fairly and respectfully.

g. Health, Safety, and Environment

We prioritize the safety, health, and well-being of our employees, contractors, and the communities we serve. Environmental protection is a key operational value.

h. Anti-Bribery and Anti-Corruption

We strictly prohibit any form of bribery or corruption in our business operations. Employees must not give or receive anything of value to influence business decisions improperly.

i. Respect for Human Rights

We uphold the dignity, freedom, and rights of every individual. Child labor, forced labor, harassment, and discrimination are not tolerated.

5. Use of Company Assets

All company assets—including financial resources, equipment, vehicles, and intellectual property—must be used responsibly and for legitimate business purposes only.

6. Social Media and Communication

Employees must use social media responsibly. Comments or posts that damage the company's reputation, breach confidentiality, or contradict company values are strictly prohibited.

All public communications must be made only by authorized personnel.

7. Reporting Violations

Any suspected violations of this Code should be reported promptly through one of the following channels:

✉ **Email:** jhrgeneralssupplier@gmail.com , info@jhrgeneralssupplier.co.tz , johansen.herman@jhrgeneralssupplier.co.tz , website: www.jhrgeneralssupplier.co.tz

☎ **Phone:** +255783113700

📍 **Address:** Poatal 2310,Morogoro (M),street old dar es salaam road, Plot number 97 ,zone (ii) ,Brock number 103, Pamba house,Morogoro district, (CBD), Morogoro Municipal

We ensure **confidentiality** and **non-retaliation** for individuals who report concerns in good faith.

8. Disciplinary Actions

Violations of this Code may result in disciplinary actions, including warnings, suspension, termination of employment, or legal proceedings, depending on the severity of the violation.

9. Responsibilities

Role	Responsibility
Employees	Understand and comply with the Code; report violations
Managers	Lead by example; ensure compliance within teams
HR/Compliance Team	Monitor, train, and investigate any breaches of the Code

10. Training and Acknowledgement

All employees will receive training on the Code of Conduct upon onboarding and regular refreshers. A signed acknowledgment of receipt and understanding is required and kept on record.

11. Review and Updates

This Code will be reviewed **annually** and updated as needed to reflect changes in law, regulations, or company operations.

12. Document Control

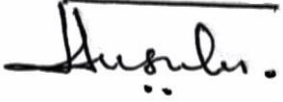
Document Title	Code of Conduct 2025
Company	JHR General Supplier Company Limited
Effective Date	01 January 2025
Approved By	PETER LOT KILAMA
Next Review Date	01 January 2026

Policy Owner Human Resources / Compliance Department

Acknowledgment of Receipt

I acknowledge that I have received, read, and understood the **JHR General Supplier Company Limited Code of Conduct 2025**. I agree to comply with the standards and expectations outlined in this document.

Yassin Yussufu Mashuubu

A handwritten signature in black ink, appearing to read 'Yassin Yussufu Mashuubu', with a horizontal line above it.

01 January 2026