



Ansys Limited

[www.Ansys.co.za](http://www.Ansys.co.za)

Reg. No. 1987/001222/06

## CODE OF CONDUCT

*This Code of Conduct is intended to make required standard conduct and performance understandable and accessible for all employees so that we all may know what is expected of all of us at all times. Ansys is committed to ensuring that all employees conduct themselves properly whilst doing business legally and ethically.*

This Code of Conduct should be read in conjunction with the Ansys Disciplinary Policy and Procedure and may be updated from time to time.

## CONFIDENTIALITY

- During the course of your employment with Ansys Limited, you may have access to confidential or proprietary information concerning business, financial affairs, dealings, secrets, accounts, customers or suppliers or work that falls within the ambit of government regulation secrecy;
- Any business information of Ansys must be used for company benefit ONLY;
- Confidential information may only be disclosed when duly authorised and protected by a confidentiality agreement;
- Please inform the Exco immediately if you
  - accidentally disclosed or misused confidential information; or
  - see it disclosed; or
  - are aware of it being disclosed without authorisation.

## COMMUNICATION SYSTEMS (IT, Internet and Telephones)

- Ansys relies on IT and the Internet to do our jobs and encourages employees to make appropriate use of these facilities where such use supports the goals and objectives of the business. However, employees must ensure that they -
  - Always comply with current legislation and use the internet in an acceptable, responsible way;
  - Always keep all passwords and access codes secure and do not disclose them to anyone;
  - Keep in mind that Ansys maintains the right to monitor the use of the IT and communication systems, which will be undertaken in accordance with our ICT Usage Policy.

## BRIBERY AND GIFTS

- In business bribery and inappropriate gifts equals corruption. Ansys has a zero-tolerance policy with regards to any form of corruption, whether being requesting, accepting or offering bribes, 'arrangements fees' or payments.
- All your dealings with third parties must be lawful and ethical, no matter who the party is or whom they represent.
- Never offer or accept any payments, gifts, services, benefits or favours which might be intended to create an obligation or influence a business decision
- Only gifts which are related to non-recurring business, of low value and unlikely to be seen as an attempt to influence business decisions, may be accepted after disclosure to Exco and their approval.
- No gifts of high value or any cash gifts may be accepted.

## HARASSMENT

- Ansys promotes a workplace where no victimisation, harassment, violence or intimidation will be tolerated.
  - Never act in a way that can be interpreted as violent, offensive, hostile or intimidating;
  - Make sure that you inform Exco if you become aware of any harassment or offensive behaviour to enable appropriate action to be taken.

## FAIR AND EQUAL TREATMENT

- Ansys promotes equal treatment for all employees.
- Always treat one another with mutual respect, dignity and politeness.
- No discrimination in any respect will be tolerated.
- Be aware of the versatility of cultures and embrace the enrichment the differences it provides us.

## HEALTH AND SAFETY

- Ansys is committed to providing and maintaining a working environment that is safe and without risk to the health and safety of our employees whilst complying with duties, requirements, safety rules and regulations.
- Exco should be informed immediately where an unsafe or unhealthy situation consist or arise.
- No employee, contractor or sub-contractor will be permitted to work under unsafe conditions.

## ENVIRONMENT

- Ansys is committed to conserve the physical environment and foster a culture of responsible, ethical, sustainable use of natural resources;
- Ansys promotes a consciousness of the necessity for the protection of the integrity of the environment and the conservation of natural resources and biodiversity.

## REMEMBER

*Ansys is committed to following the Code of Conduct and appreciate our employees' dedication in following the example. When you notice non-compliance from a colleague, you can inform our Group HR Executive or inform any Ansys Exco member who will take appropriate action, whilst offering you maximum protection.*