

CODE OF CONDUCT



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Introduction

This Code of Conduct is prepared as part of the work to establish an integrity compliance system for OPI. It also provides guidelines on the standard of behaviour expected of directors and employees and to encourage performance to the required standards and become good ambassadors in the industry. Primarily, the directors and employees are responsible for their own behaviour and are required to exercise common sense and care at all times.

It is the expectation of OPI that all directors and employees uphold the highest standard of ethical behaviour and integrity and comply with the law when dealing with business partners, government officers and third parties. Where the provisions of this Code of Conduct are violated, disciplinary measures shall apply which may include termination of contract and dismissal.

The provisions of this Code of Conduct relate to the important values of the Tongan culture, which are the guiding principles in the behaviour of Tongans and the universal moral standards that create good citizenship and good workers.

They are also intended to ensure that directors and employees comply with the laws, regulations and instructions and rules issued by OPI on integrity, anti-bribery and anti-corruption.

Some of the provisions relate to the need for all directors and employees to commit to work responsibilities, maintaining communication with OPI and co-workers and the social responsibilities they owe to OPI.

Compliance with the provisions of this Code of Conduct is expected to have impact on the compliance with integrity requirements and mitigate any negative impact on employees and OPI as an organisation and also have positive impact on the reputation of OPI. However, penalties, including severe ones, apply if there is failure to comply with the provisions of this Code of Conduct.

This Code of Conduct is also part of the documents issued to prepare all employees to be 'work-ready'. It will be used for training and outreach programs for employees and business partners. It is expected that this Code of Conduct contributes to a greater understanding of the expectations OPI has on its directors and employees as well as its business partners.

In Part 2, there is a separate Code of Conduct and Guidelines for Managers and Supervisors. They play a significant role in leading employees and ensuring that they behave as expected in all work situations.

Preamble

Whereas OPI:

1. has the intention of preparing this Code of Conduct to support OPI's compliance with the integrity guidelines and standards of behaviour;
2. wishes to maintain a good reputation across the construction industry;
3. wants to be a good ambassador for integrity; and
4. makes positive impact on employees and business partners;

therefore, all directors, employee, business partners and agents of OPI shall be primarily responsible for their own behaviour and:

1. remind themselves and uphold the core Tongan values which guide their behaviour and action and upon which the Tongan work ethic is based;
2. follow the expected moral and ethical standards defined herein; and
3. abide by the provisions of this Code of Conduct;

This Code of Conduct establishes a set of minimum standards and expectations to be met by all directors, employees, business partners and agents for their behaviour and action and its provisions are binding.

Values to Uphold

All directors, employees, business partners and agents shall remind themselves at all times of the core Tongan values that are the guiding principles for their behaviour and action, and their moral duty and obligation to uphold these values.

All must:

- i. Have **respect** (*faka'apa'apa*) for higher authority and to one another: hence respect for the higher authority of the law and legitimate issued instructions as well as for the freedoms, privacy and dignity of other people, for property belonging to others and for their rights to the same space, resources and opportunities;
- ii. Be **steadfast** (*ma'uma'uluta*) in maintaining order and cohesion through working together in harmony, knowing one's responsibilities, living in peace with others and in constant dialogue to resolve important issues;
- iii. **Honour** (*langilangi*), and glorify, praise and protect the reputation of what is higher in status and display a sense of happiness and pride in good work and good behaviour;
- iv. Be **considerate** (*toka'i*) and humble to recognise others as equals and treat them fairly, keeping warm relationships, behaving appropriately towards others and knowing what one has to do in relation to others;
- v. Have **patriotic zeal** (*mamahi'i me'a*), the love and dedication to service for the good of the company, willingness to obey instructions, being loyal to one's responsibilities and being proud in carrying them out with the utmost best;
- vi. **Maintain relationship** (*tauhi va*) with everyone, knowing their position in relation to one another and performing the corresponding responsibilities;
- vii. Be **peaceful** (*melino*) in sharing, maintaining relationship and working together harmoniously;
- viii. **Give a hand** (*fetokoni'aki*) in working together and helping one another and sharing the burden in a friendly manner;
- ix. Be **willing** (*loto to*) to forgo all personal and individual needs in favour of making a contribution to the whole; and
- x. **Be Loving** (*ofa*) in performing good deeds, giving, being loyal, responsible, forgiving, respecting one another and sacrifice.



The Tongan Work Ethic

All directors, employees, business partners and agents shall remind themselves the enduring belief and knowledge by the Tongans that in carrying out one's obligations (fatongia) to the best and to the full, God will be pleased and rewards and blessings will come many folds.

It shall be recognised by all that at the root of this work ethic are:

- i. the values of patriotic zeal and the love and dedication to serving one's employer and contribution to the overall good;
- ii. the requirement to be loyal and devoted to one's duties and sacrifice to overcome difficulties to win the situation;
- iii. performing work with one's best of his or her abilities and with a sense of willingness to obey instructions; and
- iv. Working together, giving a hand and helping one another in a friendly relationship to contribute to the collective effort.

4. Moral Principles and Ethical Standards to Follow

The following moral principles and ethical standards shall be adhered to by all directors, employees, business partners and agents:

- i. Maintain the highest level of honesty and integrity in dealing with each other, business partners and third parties;
- ii. Do no harm to your co-workers and any others you may interact with during your employment.
- iii. Do to others what you want them to do to you in similar circumstances.
- iv. Be kind and polite to one another and show genuine friendship and compassion;
- v. Act promptly when you are responsible for what is at stake and when the well-being of others at work are at risk;
- vi. Treat your co-workers and other people of interest to you with courtesy and without coercion or harassment in any form whatsoever;
- vii. Maintain fidelity and integrity at all times;
- viii. Do not act in a manner that will bring the reputation of OPI into disrepute;
- ix. Always act in good faith in dealing with your co-workers, business partners and third parties;
- x. Build trust and goodwill through good work and ambassadorship;
- xi. Always be loyal to what is good for all;
- xii. Always act without prejudice and in a manner that is fair to all concerned;



- xiii. Demonstrate that OPI has trust and confidence and can depend on you and on what you are capable of doing for the common good;
- xiv. Where appropriate use common sense and take initiative;
- xv. Demonstrate motivation, enthusiasm and commitment to the higher purposes of OPI;
- xvi. Be willing to work in a team environment and learn from others;
- xvii. Practice tolerance, self-restraint and self-discipline and where it is called, be forgiving and willing to pardon others;
- xviii. Account for your actions and bear the consequences;
- xix. Engage in two-way open and frank communication to achieve common understanding with those concerned with your well-being and work;
- xx. Perform your duties in a professional, diligent and competent manner;
- xxi. Be honest, respectful and faithful when dealing with co-workers, public officers, business partners and third parties
- xxii. Maintain the highest standard of fairness, reliability, consistency and honesty;
- xxiii. Promote a clean, safe and resilient work environment;
- xxiv. Always abide by the law and regulations applicable to the situation;
- xxv. Always put the interest of your work before your own interest;
- xxvi. At no time shall an employee put his or her interest above the interest of OPI as an employer;
- xxvii. All business partners must declare actual or potential conflict of interest;
- xxviii. You must not be in a relationship at work where this could or does interfere with your work or give the perception of bias;



- xxix. You must not allow your personal interests to compromise the impartiality of decisions made on behalf of OPI;
- xxx. You must not use your position to influence or bypass procedures for personal benefit or the benefit of friends, family or colleagues;
- xxxi. You must not work for a competitor that will undermine the standing of OPI within the industry;
- xxxii. Obey the rules on confidentiality on information, records and materials belonging to OPI or its business partners and all directors and employees have an obligation to protect and not to disclose information under the custody of OPI both technical and personal information;
- xxxiii. Respect intellectual property rights and report violations of the law or regulations;
- xxxiv. You must declare all gifts or entertainment you are provided with to your manager, including the value of the same, except that gifts or entertainment which are below the threshold value of TOP\$100 or are restaurant meals/beverages consistent with common courtesies associated with normal commercial practice are not required to be declared
- xxxv. Never offer any gifts, payments or anything of value greater than TOP\$200, directly or indirectly, intending to provide OPI with an improper, unfair or illegitimate commercial advantage or to induce any person from doing or not doing their duties;
- xxxvi. Never accept gifts, payments or anything of value greater than TOP\$100 intending to cause you to act in a biased manner;
- xxxvii. Employees shall not offer or receive gifts, hospitality or expenses if this could improperly affect, or likely to improperly affect, the outcome of procurement or other business transaction;
- xxxviii. Never participate in a fraudulent activity or cartel, money laundering or any other corrupt or collusive practices;
- xxxix. No bribes or kickbacks shall be accepted by any director or employee in any circumstance whatsoever;



- xl. Comply with all official instructions, policies, procedures, manuals and guidelines issued by OPI; and
- xli. No business partner shall offer and no employees shall accept any promise of future employment if the intention is to secure a contract with OPI.