



Conflict of Interest Policy

Introduction

The purpose of this Conflict of Interest Policy is to ensure that all business dealings of Personix are conducted with integrity, transparency, and in accordance with applicable laws and ethical standards. This policy seeks to protect the interests of our clients, employees, and stakeholders by managing and mitigating any actual or potential conflicts of interest that may arise.

Scope

This policy applies to all directors, employees, representatives, contractors, and associates of Personix. It governs both actual and perceived conflicts of interest in the course of business operations.

Definition of Conflict of Interest

A conflict of interest occurs when an individual's personal interests, relationships, or activities interfere, or appear to interfere, with the interests of Personix or our clients. Conflicts may be financial, professional, or personal in nature and can compromise, or appear to compromise, objective decision-making.

Examples of Conflicts of Interest

Potential conflicts of interest may include, but are not limited to:

- Personal financial gain from decisions made on behalf of Personix.
- Accepting gifts, benefits, or hospitality that may influence business decisions.
- Engaging in outside employment or business activities that compete with Personix.
- Using company resources, information, or opportunities for personal benefit.
- Favouring friends, relatives, or business partners in hiring, procurement, or other decisions.

Policy Statement

- All conflicts of interest, whether actual or potential, must be disclosed immediately to management.

Employees and representatives are required to act in the best interests of Personix and our clients at all times.

- Gifts or benefits that could reasonably be seen to influence business decisions are strictly prohibited.
- Where a conflict of interest cannot be avoided, appropriate measures must be taken to mitigate or manage the conflict transparently.

Disclosure and Reporting

Employees, contractors, and associates must disclose conflicts of interest in writing to their line manager or the appointed compliance officer. All disclosures will be recorded, assessed, and managed appropriately. Failure to disclose a conflict may result in disciplinary action, including termination of employment or contracts.

Management of Conflicts

Depending on the nature of the conflict, Personix may take steps such as: • Removing the conflicted individual from decision-making processes. • Implementing oversight or independent review of the matter. • Declining or terminating business arrangements that create conflicts.

Training and Awareness

All staff will receive training and guidance on recognising and handling conflicts of interest. Ongoing awareness ensures that employees remain vigilant in identifying situations that may compromise integrity.

Review of Policy

This policy will be reviewed annually, or as required by changes in legislation, regulation, or business practices. Updates will be communicated to all relevant parties.

Contact Us

For further information or to report a conflict of interest, please contact:

Personix

Location: 5 Kromboom Road, Rondebosch, 7700

Email: info@personix.co.za

Phone: 021 699 0800

Hours: Mon–Fri, 08:30–16:30