



## **ZETA-WEB BUSINESS SOLUTIONS**

### **BUSINESS PARTNER POLICY ON NON-SOLICITATION**

**DATE:** JANUARY 2020

**VERSION:** 001

#### **BUSINESS PARTNER POLICY ON NON-SOLICITATION**

Solicitation as used in this document means any money, fee, commission, credit, gift, gratuity, thing of value or compensation of any kind which is provided directly or indirectly to any director, management staff or employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a contract for the provision of Services, Supplies or howsoever defined.

Zeta-Web Business Solutions prohibits any of its business partners from:

- Soliciting or providing or attempting to provide or offering to provide any financial inducement or gratification in cash/kind or overriding commission including directly or indirectly, the amount of any financial inducement or gratification in cash/kind or overriding commission in the contract price charged by a business partner to the company.

When the business partner has reasonable grounds to believe that violations (as given in above paragraph) have occurred, the business partner shall promptly report the possible violation to the Chief Compliance Officer/Administrative Manager in writing.

#### **BENEFITS, GIFTS AND ENTERTAINMENT**

Employees of Zeta-Web Business Solutions are not allowed under any circumstance to receive either directly or indirectly any form of material benefits, gifts, favors and entertainment that might conflict with the proper performance of his or her corporate responsibilities or hinder or interfere with his or her independent professional judgment in respect of Zeta-Web Business Solutions from any person or outside concern that does or seeks to enter into a business relationship with the Company.

Business Partners are strongly discouraged from giving benefits, gifts or entertainment to the Company's Directors, Employees and Managers.

All forms of solicitation from Employees and Managers at all levels should be promptly reported to the Chief Compliance Officer/Administrative Manager, who will investigate all allegations, and refer the matter to the Disciplinary Committee for appropriate sanctions to be meted out to the employee.

Business Partners should however be cautious as all forms of malicious reports or accusations shall not be tolerated by the Company.



## **ZETA-WEB BUSINESS SOLUTIONS**

### **BUSINESS PARTNER POLICY ON NON-SOLICITATION**

**DATE:** JANUARY 2020

**VERSION:** 001

Business Partners shall not engage in fraud or embezzlement affecting Company property, funds, securities or other assets; willfully damage or destroy property or materials belonging to the Company, its Employees and Managers or customers. They shall not engage in diverting Company products either produced or distributed by the Company or other service providers.

The business partner agrees to incorporate the substance of this policy in all subcontracts under any contract with the Company.

#### **What You May Expect from Us**

- To be honest and ethical with you at all times.
- To keep competition fair.
- To attend to your enquiries promptly and courteously.
- To listen with an open mind.
- To provide information which may assist you in developing mutually advantageous alternatives.
- To pay within the agreed timelines.

#### **What We Expect from Our Business Partners**

- To deal fairly and honestly with the company.
- To offer suggestions of alternatives which may improve or reduce the cost of goods and services being purchased.
- To inform us of changes in economic or market conditions that might affect our purchasing decisions.
- To quote your best price on your first quotation and stand on that basis unless there is evidence of error.
- To fulfil the terms and conditions of all contracts.
- To responsively provide delivery only as specified.

**Business Partners are to remember that Cash gifts of any amount are PROHIBITED.**



## **ZETA-WEB BUSINESS SOLUTIONS**

### **BUSINESS PARTNER POLICY ON NON-SOLICITATION**

**DATE:** JANUARY 2020

**VERSION:** 001

#### **SWORN DECLARATION BY BUSINESS PARTNER**

We, \_\_\_\_\_ the business partner, hereby certify to the best of our knowledge and belief that no gratification in cash/kind or financial inducement or over-riding commission has been paid or would be paid for influencing or attempting to influence any director, management staff, or employee directly or indirectly within the definitions of the foregoing company policy of Zeta-Web Business Solutions on Non-Solicitation.

**Name of Company** \_\_\_\_\_

**Name of Authorized Signatory** \_\_\_\_\_

**Signature & Date** \_\_\_\_\_