





## NAM THEUN 2 POWER COMPANY LTD

### CODE OF ETHICS

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#### Related Documents

Document type	Document title	Document reference
Guiding documents	Quality Health Safety and Environment Policy	POLQSE
	Personnel Rules and Regulations	POLPER
	NTPC Mission, Vision, and Values	BoD Resolution approved during BoD Meeting No. 61, 29 June 2017

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This Code of Ethics (“**Code**”) applies to all personnel (1). It reiterates the core values of NTPC (2) and requires the personnel at all levels to comply with this Code of Ethics in all circumstances (3).

## 1. SCOPE

**All employees** – As NTPC employee, you must conduct yourself in an ethical manner and comply with the laws and regulations of Lao PDR. You must perform your duties within the company with equity and integrity; contact the Ethic Committee if you have any questions related to this Code or require a more detailed explanation of any of the rules herein and report any failure to comply with this Code.

**Executives and Managers** – As an executive or manager, it is your responsibility to set an example of acting with integrity through what you say and what you do, raise awareness among the employees of the importance of integrity in their work, ensure that your colleagues are familiar with and understand the rules set out in this Code, endorse the behavior of staff when they act with integrity, create a climate of trust in which every employee can raise or report a problem relating to ethics, be vigilant in order to prevent and detect any failure to comply with this Code.

**Non-compliance** - Failure to act in compliance with this Code will make NTPC employees liable to disciplinary proceedings in accordance with the provisions applicable within the company. Furthermore, any breach of these rules may render them liable to criminal and/or civil proceedings.

## 2. THE CORE VALUES: R.I.C.H.E.

**Respect** – NTPC employees and its stakeholders must treat each other with respect. Employees and stakeholders recognize the importance of diversity and value each and every individual for their talent and contribution, regardless of age, gender, nationality, skin color, sexual preference and job title.

**Integrity** – NTPC employees act with fairness, honesty, and truthfulness. Choices and acts are based on our values and NTPC interests, not personal gain.

**Cooperation** – NTPC encourages team spirit and to provide support among departments, units, and branches. NTPC commits to develop a working environment which fosters cooperation among its employees.

**Human Potential** – We promote personal and professional development of our employees and promote Lao talent. We invest in our employee not just to succeed as a company but also as individuals.

**Excellence** – We are committed to reaching our goals and ambitions. We are dedicated to our work and constantly look for ways to improve as a company and as humans.

## 3. THE GOLDEN RULES

The Golden Rules requires everyone at NTPC from the lowest to the top level to demonstrate integrity, respect, impartiality, professionalism and a sense of personal accountability in the performance of the duties and tasks entrusted to them.

**(1) Preventing corruption** - We will neither participate in, nor approve of, any dishonest or fraudulent conduct for private gain. No employee will be penalized if they act in compliance with this Code

and refuse any form of corruption, even if such a decision may lead to unfavorable business consequence.

- (2) **Integrity checks on business relations** - Since NTPC and its shareholders' reputation can be significantly affected by the partners with whom we choose to have business relations, it is essential that we only work with partners who comply with the rules of integrity and our core values.
- (3) **Gifts and hospitality** - Regarding gifts and hospitality, the most important is to act with total transparency as far as our line management is concerned, to stay well within the limits of what is reasonable (300,000LAK).
- (4) **Preventing conflicts of interest** - We should inform our line managers of any potential conflict of interest as soon as possible and, in a professional situation, always make decisions for the only benefit of NTPC, never on the basis of the interests of others or our own personal interest.
- (5) **Protection of sensitive information** - Never use or disclose any inside or sensitive business information that could affect NTPC reputation or competitive position.
- (6) **Alerts on potential violations** - NTPC appoints a committee of 3 Ethics Officers with a view to receive any report from staff, contractor, customer, supplier or community for a situation that is potentially in conflict with this Code. The Ethic Committee is responsible for promoting this Code, collecting and processing the relevant information and inform the Chairman of the Board, in a fair and confidential manner and without any risk of reprisal.
- (7) **Ethics interrogative attitude** – When in doubt, we will ask ourselves whether an action seems right, fair, legal or consistent with our core values. We will also consider whether if we would feel comfortable if such action was known by our colleagues or family. If you are still in doubt, ask your manager, or the Ethic Committee who treat your request in the strictest confidentiality.

#### 4. IMPLEMENTATION

Based on the past years' experience and benchmark with other companies, NTPC's will ensure that everyone takes ownership of this Code of Ethics as follows:

- new employees will promptly undertake an Ethics session to be acquainted with this Code.
- existing employees will attend regular Ethics refreshment sessions (e-learning focusing practical risky situation etc.).
- the procurement process will ensure that contractors found to be in breach of this Code of Ethics have no business with NTPC.

The Ethics Committee mentioned in the 6<sup>th</sup> Golden Rule will be in charge of implementation of the Code, training and receipt of reports.

This Code of Ethics will be enriched, developed and implemented through special procedures. In particular, the activities of the Ethics Committee will regularly be provided to the Directors.