

Corporate Code of Conduct and Ethics

Purpose of the Code

For over the years Acrealton Limited has been recognized as acting responsibly in the course of achieving its commercial success. Our reputation for fair dealing and integrity is a great asset: preserving this asset depends on maintaining our high standards.

Acrealton Limited's Code of Conduct sets out our commitment to our stakeholders and puts our employees and Directors (all referred to hereafter as "Relevant Persons") under specific obligations.

The Code of Conduct applies to all Relevant Persons of Acrealton Limited and its subsidiaries. In the case of joint ventures, the Acrealton Limited representatives concerned are expected to act in accordance with this code themselves and to use reasonable endeavours to influence those with whom they are working to ensure they also act to similar standards of integrity and ethical behaviour.

Operating Principles

Acrealton Limited's Operating Principles commit the businesses and Relevant Persons to:

- provide high quality products and services
- maintain high standards of business ethics and corporate governance
- ensure the safety of employees, customers, suppliers, business associates and the general public as a whole
- meet the highest standards in discharging our corporate social responsibility commitments
- behave with courtesy and respect to everyone we encounter within the course of our business
- respect the privacy of personal and business data

Business Ethics Policy

Acrealton Limited is committed to conducting all its business with integrity and fairness. Relevant Persons are expected to maintain the highest standards of professionalism in all their dealings with others. They seek mutually beneficial relationships with contractors, suppliers and joint venture partners. They are required to promote the application of this Code in all dealings and to give preference to business partners who adhere to similar business ethics.

All Relevant Persons must comply with all applicable legal requirements and company policies.

The privacy of others and the confidentiality of information received in the course of business dealings are respected.

Procurement principles

In procurement Acrealton Limited requires Relevant Persons to support the following principles:

- Each company in the group should develop policies as to the size of the purchase above which tendering should be carried out. For purchases exceeding this limit, suppliers should be selected on the basis of competitive tendering including the impartial selection of appropriately qualified suppliers.
- Whenever competitive tendering above the size thresholds is not carried out a file note explaining why such tendering was not done should be produced and kept on the supplier file.
- Re-tendering should in general take place at least every three years.
- Monitoring systems should be put in place to ensure the proper fulfillment of contractual obligations and to provide reasonable assurance that fraudulent or corrupt activities are prevented.
- Suppliers should be encouraged to make an annual statement that no personal benefit accrues to Acrealton Limited personnel or supplier personnel from this business arrangement and that they have complied with all legal requirements.

Gambling

Relevant Persons are advised not to engage in frequent or excessive gambling of any kind with persons having business dealings with the Company. In social games of chance with clients, suppliers or business associates, they must exercise judgment and withdraw from any high stake games.

Political Contributions

Acrealton Limited as a normal business activity will lobby government and inter-governmental bodies either directly or through trade associations to promote policies that encourage business and achieve workable legislation.

Keeping of Records

Acrealton Limited is committed to keeping proper records and following sound accounting policies. All company books, invoices, records; accounts must be created and maintained to reflect fairly and accurately and in reasonable detail the underlying transaction and disposition of company business. All relevant expenses should be properly approved and captured in the financial records.

This Code prohibits all Relevant Persons from making any false or misleading statements or other entries in financial records. This Code also prohibits Relevant Persons from creating, maintaining and using any off-the-record accounts with banks or any third parties from destroying company records before the normal destruction date.

Use of Information/Company Property

This Code strictly prohibits Relevant Persons from providing or making available confidential or insider information to anyone outside Acrealton Limited without proper authorisation. Similarly, this Code strictly prohibits Relevant Persons from making use of confidential or insider information to secure advantage personally or for another party.

Directors and Officers of Acrealton Limited are expected to observe more stringent requirements regarding transactions in shares of any listed companies and in this respect they must abide by the requirements of the Nigeria Stock Exchange “Code for Securities Transactions”

The unauthorised appropriation of goods and services belonging to Acrealton Limited for personal use or resale and the unauthorised use of company assets for personal benefit are strictly prohibited.

Relevant Persons should not alter equipment or facilities or install software without specific authorisation or develop their own applications without management approval. Security precautions should be exercised when using personal computers, and all computer software should be used in strict compliance with the laws of copyright.

Conflicts of Interest

A conflict of interest arises where a person's private interests interfere with the proper discharge of his official duties. Acrealton Limited is committed to conducting its business without conflicts of interest and this Code requires all Relevant Persons to avoid any situation which may lead to an actual or perceived conflict of interest.

Set out below is a non-exhaustive list of circumstances that would potentially give rise to a conflict of interest. These examples are not necessarily prohibited activities, but any potential conflicts should always be reported to the Company Secretary Unit or the Manager:

- Working for a non-Acrealton Limited company or non-affiliated organization at the same time as having employment in a Acrealton Limited Group company.
- Becoming a member of a Board of any non-affiliated commercial, financial or industrial organization
- Negotiation or transactions by a Relevant or Connected Person for business with any Acrealton Limited company (other than with respect to his employment contract or retail purchase of Acrealton Limited products at market or employee group rates).

Discrimination and Harassment

The diversity of Acrealton Limited' employees are a tremendous asset. We are firmly committed to providing equal opportunity in all aspects of employment and will not tolerate any illegal discrimination or harassment. Examples of such behavior include derogatory comments based on racial or ethnic characteristics and unwelcome sexual advances. Please refer to the applicable sections of the Employee Handbook for further guidance.

Environment, Health and Safety

Acrealton Limited is committed to conducting its business in a manner which fosters the sustainable use of the earth's resources, minimises as far as commercially practicable any adverse impact on the environment, and protects the health and safety of its employees, customers, business associates, community neighbours and the general public.

Bribery

Acrealton Limited is committed to abiding by, or even exceeding, all relevant laws in order to prevent bribery whenever Acrealton Limited undertakes business. This applies to:

- Relevant Persons not accepting bribes: That is they should not solicit any advantage from any person having business dealings with the Company. Nor should they accept any such advantage if such act could affect their objectivity in conducting the Company's business or induce them to act against the interest of the Company, or lead to allegations of impropriety. Further they should ensure that the appropriate managers in the Company are informed of any advantage they have accepted.
- Relevant Persons not giving bribes: They must not offer a bribe to any person or organisation for the purpose of influencing their actions. Any advantage given in the conduct of the Company's business should be with the prior written approval of the head of the respective business unit

Items considered bribes are advantages which include money, loans, fees, rewards, gifts, employment, offices, contracts, services or other favour for the Relevant Persons or connected persons given to persons without their principals' knowledge when they are acting as agents. There is, of course, no restriction on normal loans from banks or other financial institutions made at prevailing rates and terms, nor does bribery include traditional gifts of nominal value given during festive seasons.

Although entertainment is an acceptable form of business and social behaviour, Relevant Persons should not accept lavish or frequent entertainment from persons with whom the Company has business dealings if, by doing so, it might be perceived that they are placing themselves in a position of obligation to the offeror. When giving entertainment, company functions are preferable to entertaining individuals.

Relevant Persons should therefore exercise good judgment and practice moderation in giving and receiving business gifts and entertainment. These should not be given in cash, cash equivalent, or loans; they should not be excessive in frequency or value. The details of any individual gifts or entertainment valued at more than ₦10,000.00, per person, per occasion must be disclosed to the company secretary and appropriate director or officer of Acrealton Limited; failure to report such a transaction is a breach of this code. Gifts bearing Acrealton Limited or subsidiary company logo are preferred.

Respect in the Workplace

Acrealton Limited is committed to providing an inclusive work culture and appreciates and recognises that all people are unique and valuable and should be respected for their individual abilities. Acrealton Limited will not tolerate harassment or discrimination on the basis of gender, religion, race, nationality or ethnic origin, cultural background, social group, disability, sexual orientation, marital status, family status, age or political opinion. The Code requires all Relevant Persons to behave with courtesy and respect towards everyone encountered in the course of business.

The Code promotes the following principles:

- Upholding all applicable legal and corporate occupational health and safety standards
- Not permitting any breaches of employment law or the use of child (under 18 years of age) or forced labour
- Reporting unacceptable conduct to line management or the business unit head
- Not condoning bullying and harassment
- Complying with any legal requirements concerning the collection, holding, processing, disclosure and use of personal data
- Respecting intellectual property rights, including copyright, belonging to others

Policies and Guidelines

The Code of Business Conduct does not address all workplace conduct. The Company maintains additional policies and guidelines that may provide further guidance on matters in the Code or address conduct not covered by the Code. Here is a list of many of these policies.

All of these policies are:

- Safety Policy
- Health Policy
- Environment Policy
- Standard Maintenance Policy
- Security Policy
- Anti-Corruption Policy
- Community Affairs Policy
- Workplace Rights Policy
- New Tech Policy
- Quality Policy



Compliance with the Code

Relevant Persons should not seek to avoid these provisions by using agents, partners, contractors, family members or parties acting on their behalf.

Anyone who is in breach of the Code will be subject to disciplinary action, including termination of employment. In cases of suspected corruption or other criminal offences, a report *will* be made to the appropriate authorities.

All Relevant Persons have a responsibility to raise concerns about potential violations of the Code, including possible improprieties in financial reporting and internal controls. Any such concerns should be raised in the first instance by staff with their immediate superior and if no satisfaction is gained then the head of the department. If a substantive complaint is received, an impartial and prompt investigation will be held. If the issue still remains unresolved, it will be raised to the head of the respective business unit. Any material concerns raised through the head of the respective business unit will be reported to the audit committee which will ensure that appropriate investigative steps are taken. All information received will be kept confidential.

Chris Kayode Ikekhua

General Manager

© 2015

Company Policies

ALN

COMMUNITY AFFAIRS POLICY

It is the policy of Acrealton Limited that all our activities shall be carried out by Introducing ourselves first of all to any community we operate in manner that:

- ✓ Let the community know any benefits they may derive from our operations there
- ✓ Employment of qualified and semi-qualified youths of the community
- ✓ The healthy, safety and security of members of the host community shall be preserved.
- ✓ The negative impact on the host environment is extremely negligible, if not zero.
- ✓ Waste does not pollute the environment.
- ✓ Environmental damage, if it occurs, is rectified immediately and adequate steps taken to prevent reoccurrence.
- ✓ Community participation in the form of local labour is encourage; about 50% labour force are recruited from the operating Communities and Nearby environment.
- ✓ Community development projects are initiated and implemented accordingly.

A community affair is a serious issue in the oil-rich Niger Delta of Nigeria. As an indigenous company, our involvement in the operations of multi-nationals tends to foster inter-relationships between the host communities and the operators.

Chris K. Ikekhua
Manager

SAFETY POLICY

- ✓ Ensure that all Acrealton Limited employees are trained for any task they may be assigned to do
- ✓ Enhance commitment to safety and promote safety awareness among all categories of our staff and sub-contractor's staff
- ✓ No fatality of our staff, sub-contractor's staff or any third party involved in our operations
- ✓ No lost time injuries (LTI)
- ✓ Maintain ZERO Road Transport Accident (RTA) and Road Transport Incident
- ✓ (RTI)
- ✓ Carryout daily near miss and unsafe condition audits
- ✓ Report all near misses to their supervisors and Manager
- ✓ Maintain ZERO fire accident
- ✓ Continuous training of personnel (to enhance awareness)
- ✓ Maintain Zero equipment damage
- ✓ Strict adherence to permit to work procedures
- ✓ Ensure that an employees believes cannot be carried out in accordance with the safety policy must be stopped and immediately reported to his supervisor.

Chris K. Ikekhua

Manager

HEALTH POLICY

- ✓ All workers are to be certified medically fit before being employed and annually by a qualified medical doctor.
- ✓ Carry out inventory of illness causing absence from work
- ✓ Prevent injury to and preserve the health of its employees
- ✓ Complete health hazard identification list
- ✓ Upgrade operational Base accommodation standards
- ✓ Ensure that workers receive medical care in a well-equipped clinic managed by suitably qualified doctor and industrial nurses.

ALN

Chris K. Ikekhua

Manager

ENVIRONMENT POLICY

- ✓ Adhere to all statutory laws and procedures for the conservation of the environment.
- ✓ Develop proper waste disposal procedure suitable for the environment
- ✓ Operate with the limits of job requirements in order to minimize any such deleterious effects on the environment in which we work
- ✓ The awareness of the work force to protect the environment is to increase by means of topics at the Tool Box Meeting and Safety Meeting lectures.
- ✓ An inventory of all types of waste with estimated quantities will be compiled
- ✓ In conjunction with the Client, Procedures will be developed for the disposal the waste materials, which will include.
 - **Jumbo Bags/Rubbers Bags**
 - **Waste Papers**
 - **Pallets/Drums**
 - **Cement Dust**

This Policy is subject to continuous periodic review as time and operations progresses in accordance with:

- ✓ Mineral Oil (Safety) regulations, 1963
- ✓ Explosive Act, 1964 (regulations 1967)
- ✓ Factories Decree 1978
- ✓ Factories Act, 1958
- ✓ Road Traffic Regulation
- ✓ Inland Waterways regulations
- ✓ Client's CACHES Policy

Chris K. Ikekhua
Manager

SECURITY POLICY

Acrealton Limited Security Policy assists the company in creating a safe work environment for our people and assets, and assists us in promoting respect for human rights and advancing best practices with governments, joint venture partners and third parties.

Acrealton Limited manages security in accordance with the following principles:

- ✓ We shall regularly assess security threats to business operations and manage the associated risks; by ensuring that the security staff are trained and retrained.
- ✓ We shall ensure that appropriate security measures are in place such that we do not expose employees to significant risk;
- ✓ We shall ensure that appropriate response procedures are in place to minimize the impact of any security incident or emergency;
- ✓ We shall introduce and maintain active programs to develop security awareness and responsibility among all employees;
- ✓ We shall endeavor to ensure that security operations are conducted in full compliance with national and international legal requirements and our Policy on Business Conduct and Ethics;
- ✓ We shall conduct ourselves in accordance with the Voluntary Principles on Security and Human Rights;
- ✓ We shall endeavor to make contractors or other third parties conducting activities for Acrealton Limited aware of this policy and ensure they comply with it;
- ✓ We shall not employ armed security unless it is a legal or government requirement or there is no acceptable or practical alternative to manage the risk;
- ✓ We shall record, analyze and investigate all reported security incidents directly involving our business operations or employees in order to develop improvements to prevent their recurrence;
- ✓ We shall strive for continuous improvement in our understanding and management of security and related human rights issues and stay abreast of best practices with respect to these issues.
- ✓ Ensure sound protection of personnel and property in all our operation locations through close liaison with and respect for appropriate government agencies

Chris K. Ikekhua
Manager

ANTI-CORRUPTION POLICY

Acrealton Limited is a well established organization with integrity. Every party (staff(s), clients, and government agents) that have something to do or involves in our day to day operations, must abide by our company's ethical values

These ethical values include but not limited to:

1. Corrupt Practice: offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the action of another party.
2. Fraudulent Practice: any act or omission, including a misrepresentation, that knowing or recklessly misleads or attempts to misleads, a party to obtain a financial or other benefit or to avoid an obligation.
3. Collusive Practice: an arrangement between two or more parties designed to achieve an improper purpose.
4. Inducement to take advantage of any form at anytime by our staff(s), agents, or representative is totally unacceptable .
5. Compromising with agencies or individuals to fast-track activities at the expense of our core values is totally unacceptable.
6. That if work must be done, it must be done right, without compromise, without inducement, and with integrity that conforms with our core values.

Chris K. Ikekhua
Manager

Quality Policy Statement

Measure Performance, Improve Quality By “Measure Performance” we mean the company regularly and constantly invite, evaluate and monitor feedback on customer satisfaction so as to measure our performance against prescribed requirements and ascertain our capability of meeting needs and expectations of customers and interested parties.

“Improve Quality” refers to the continuous process in which the company systematically sets objectives and benchmarks, recognizes best practices and implements programmes for continual improvement of quality, which means fulfilling customers’ requirements at lowest costs and at all times.

This policy has been approved by the Strategy and Policy Committee. It will be reviewed, and if necessary revised, annually to keep up to date and will be released on our company website. We welcome interested parties’ comments on the enforcement of the policy and the policy itself.

Chris K. Ikekhua
Manager

Drugs & Alcohol Policy

The Company desires all its employees free from the dependency of alcohol and drugs. It is the responsibility of every person to keep themselves away from addict able substances for the benefit of their own health and their families

POLICY

- All employees and drivers when driving company vehicles at any time should be totally free from the influence of alcohol and drugs
- All employees during working should be totally free from the influence of alcohol and drugs.
- Any employee who is found under the influence of alcohol during work will be suspended from the service immediately and rehabilitation will be carried out and second violation of drugs / alcohols, employee will be terminated.
- HSSE Manager give details about drug abuses during tool box meeting

Operational Directors, Executives and General Managers of all Toll business units and divisions are responsible for ensuring adherence to this policy.

Chris K. Ikekhua
Manager

New Tech Policy:

Acrealton Limited is committed to have a modern fleet of equipment. This will be achieved by continuous new building contracts signed with reputable shipyards.

The ships will be:

- In compliance with applicable latest rules and regulations
- Efficient and economic
- Environment-friendly
- Meeting clients' needs

The Company developed new building procedures specified in the New Building Procedures in accordance with the above considerations.



Chris K. Ikekhua
Manager

Standard Maintenance Policy

“Our goal is standard, non-deviate maintenance”

General

The maintenance of vehicles is the shared responsibility of the driver, maintenance staff and organization.

Routine maintenance

Drivers shall routinely check their assigned vehicles to ensure proper oil level, water and antifreeze for radiators, water for battery, wear on belts, and proper inflation of tires. This service should be performed at least weekly.

Vehicle cleaning & House keeping

It is the responsibility of driver to keep the vehicle clean and cabin in tidy condition. Vehicles should be washed as and when required. No loose objects are allowed in the cabin.

Preventive maintenance

Preventive maintenance on vehicles is to be performed at scheduled intervals. If maintenance is not performed within plus or minus 500 km of the schedule, the concerned staff should be asked for written explanation of this non compliance.

Repairs and maintenance

All maintenance and repairs must have prior authorization by maintenance manager or any person designated, with the complete details of the maintenance on the repair order.

Regular safety / roadworthiness inspections

All vehicles must be inspected regularly for safety and roadworthiness as well as any inspections required by law. It is the responsibility of the maintenance department to ensure that all vehicles are inspected regularly. Non compliances should be reported to senior management with in three days of such occurrences.

Accident reporting

All accidents, regardless of extent of damage, must be reported. Information which should be obtained from the other driver involved in the accident is: name, address, telephone number, license number. An accident reporting form must be completed and forwarded immediately to concerned authorities.

Chris K. Ikekhua
Manager