



# BUSINESS PARTNER CODE OF CONDUCT

## (Compliance Policy)

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## 1. Purpose

This Policy describes APT's expectations of Business Partners when conducting business. Business Partners must operate worldwide in a manner fully consistent with the highest standards of conduct including following best practices pertaining to integrity and ethics, antidiscrimination and Child protection, health and safety, anticorruption and other areas in order to promote good governance and positive impact.

## 2. Applicability

This Policy is applicable to all Business Partners. Any deviation from this Policy requires the approval of the Responsible Official.

## 3. Definitions

"Bribery" or "Bribe" means to directly or indirectly offer, promise or provide a financial or other advantage (including hospitality) to another person to:

- Induce or encourage the other person to perform a function improperly;
- Induce or encourage the other person to expedite the performance of a routine government action (see 'Facilitation Payment'); or
- Reward the other person for the improper performance of a function.

"Business Partner" means any contractor, subcontractor, grantee, sub-grantee, awardee, sub-awardee, law firm, affiliate, vendor, supplier, landlord, or organization providing goods or services to APT.

"Business Process" means a sequence of linked tasks and related decisions that result in or contribute to the delivery of a product or service.

"Child" or "Children" means a person or persons below the age of 18, unless the laws of a particular country set the legal age for adulthood younger.

"Client" means any individual or entity who engages APT to provide goods or services.

"Commercial Sex Act" means any sex act on account of which anything of value is given or received.

"Compliance" means adherence to laws, codes, regulations, rules, standards, policies, and guidelines concerning proper conduct, management, and business transactions.

"Conflict of Interest" means when a Business Partner's interests are inconsistent with or are otherwise in opposition to the interests of APT, APT's Clients, or APT's stakeholders.

"APT" refers to the Agricultural Partnerships Trust, a development organisation duly registered in Zimbabwe.

"Corruption" means the abuse or perversion of entrusted power, including the expectation of impartiality, for private or unlawful gain.

"Discrimination" means the unjust or prejudicial treatment of different categories of people, especially on the grounds of a protected class.

"Duty of Care (DOC)" refers to the obligation of APT and Business Partners to take reasonable care to prevent foreseeable harm to any Representative or employee of the Business Partner and provide a safe system of work.

"Employee" means any person who has a part-time, full-time, intermittent, continuous or fixed-term employment relationship with APT or Business Partner.

“Facilitation Payment” means a direct or indirect payment to a Public Official to expedite the performance of a routine government action. Routine government actions include, but are not limited to, clearing customs, processing visas, and scheduling inspections.

“Fraud” means dishonestly obtaining a benefit or causing a loss by dishonest or other improper means.

“Graft” means the misuse of authority for personal gain.

“Guidelines” means the written elaborations on APT policy that provide further information and interpretation for the implementation of policy.

“Insider trading” means the purchase or sale of a Security on the basis of material non-public information about a Security or the issuer of a Security. It includes:

- Trading by insiders who are aware of material, non-public information;
- Trading by persons other than insiders who are aware of material, non-public information that has been either disclosed in breach of an insider’s fiduciary duty to keep it confidential or misappropriated; or
- Communicating or tipping material, non-public information to others, including recommending the purchase or sale of a Security while aware of such information.

“Intellectual Property” means rights including, but not limited to, patents, copyrights, and trademarks, with regard to Goods and/or Services and other materials which bear a direct relation to or are produced, prepared, or collected in consequence of or in the course of the execution of this Agreement.

“Personally Identifiable Information” means any data that could potentially identify a specific individual or any information that could be used to distinguish one person from another and can be used for de-anonymizing anonymous data.

“Privacy” means a person’s right to control access to his or her personally identifiable information.

“Prohibited Act” means any offense under any applicable statute in any jurisdiction.

“Public Official” means an elected or appointed executive, administrative, legislative or judicial officer or employee of a country, state, territory, or political subdivision thereof; an officer or employee of a public international organisation; or an officer or employee of a public enterprise or public body, including officers or employees of State owned or controlled entities. In addition, Public Official includes any person who performs a public function or exercises public authority, by employment or contract, for any branch of the national, state, local or municipal government of any country or territory. Public Official also includes employees or officers of political parties as well as candidates for political office.

“Representative” means an Employee or any person who has an independent individual contractual relationship with APT, whether as a contractor, consultant or agent of APT. This includes non-executive directors of the board.

“Security” means a stock, bond, note or debenture, as well as options, warrants and similar instruments related to such stock, bonds, notes or debentures;

“Sexual Harassment” means, including but not limited to, unwanted sexual advances, sexual jokes, subtle or overt pressure for sexual favours, sexual innuendoes, and offensive propositions.

“Standard Operating Procedures” or “SOPs” are the detailed written descriptions of Business Processes that aim to ensure consistency and quality in process execution.

“Tool” means templates, forms, charts, informational and any other material prescribed for use in conjunction with an element of a Policy, Guideline, Business Process and SOPs.

“Trafficking” means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, the abuse of power or a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

“Workplace Harassment” means, including but not limited to, threats, intimidation, bullying, and subjecting individuals to ridicule or exclusion.

## 4. Policy

### 4.1. Integrity and ethics

#### 4.1.1. General integrity

The conduct of Business Partners is a direct reflection on APT and APT’s values and principles. Business Partners are required to:

- Observe and abide by all applicable laws and regulations, including relevant treaty obligations and internal policies, both in the countries where the Business Partner is registered and, if different, in the countries where the Business Partner is doing business;
- Read and comply with all APT Policies, Guidelines, Standard Operating Procedures, and Business Processes applicable to Business Partners;
- Conduct business in a truthful, honest, diligent, transparent, and ethical manner;
- Treat Clients, Employees, suppliers, consultants, and others with whom Business Partners interact, fairly, humanely, and with proper regard for their rights and obligations;
- Respect cultural differences among Clients, Employees, suppliers, consultants and others with whom Business Partners interact and conduct themselves in a manner that will not reflect adversely on APT, its shareholders, Clients, partners, or the wider community; and
- Honour commitments and keep confidences.

#### 4.1.2. Accountability

APT holds Business Partners accountable for their conduct and expects all Business Partners to adhere to the spirit and letter of this Policy. To ensure Compliance with this Policy, APT asks its Business Partners to:

- Review this Policy and commit to abide by it;
- Ensure that questions about this Policy are addressed promptly and all Employees of Business Partners know how to seek guidance about complying with this Policy;
- Ensure that non-compliant conduct is reported to through any means including APT email, telephone, or APT Whistle-blower mechanism as soon as practicable; and
- Report any known or suspected unlawful or unethical conduct related to APT.

Self-reporting of non-Compliance is encouraged.

APT will investigate any report of a violation of this Policy or any unethical or unlawful conduct.

#### 4.1.3. Transparency and record keeping

APT is committed to transparency in all dealings. APT maintains a comprehensive system of record keeping. Business Partners must ensure that all official records are properly identified and maintained according to the Records Management Policy. The records are required to be true and accurate and any intentional misuse, editing, or handling of the official records is prohibited.

#### 4.1.4. Duty of Care

Employees of Business Partners come under the Duty of Care of the Business Partner and the Business Partner must manage risks associated with the performance of work. APT is not responsible for security arrangements, health, or safety individuals and/or property that is the responsibility of the Business Partner. APT expects that the Business Partner will hold appropriate levels of insurance to protect their interests and the interests of APT and APT Representatives.

#### 4.1.5. Tax

Business Partners will comply with all obligations to pay taxes, duties, and charges imposed or levied in the countries in which the Business Partner is registered and in the countries in which the Business Partner is doing business as required by law including all taxes, entitlements, other statutory charges and/or any other amounts payable to personnel in the relevant jurisdiction.

#### 4.1.6. Procurement

Business Partners must follow the principles of fair competition and compete honestly, transparently, and fairly for potential contracts, grants, and other opportunities. Business Partners should always seek to outperform competition in a fair and honest manner and seek competitive advantage through superior performance. Business Partners will not collude with competitors when bidding for contracts and, if collusion is brought to APT's attention it will be addressed without delay. Business Partners are required to follow all applicable procurement laws and regulations. In a tender process, Business Partners should, to the best of their ability, provide accurate and truthful information and should not misrepresent their approaches, capabilities, or pricing.

Business Partners must never ask for or receive preferential treatment or special privileges or make use of information they are not authorized to have, including non-public documents or other proprietary data. Business Partners must not take unfair or improper advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of facts, or any other illegal or unethical trade practice. Business Partners will not attempt to influence Public Officials or other Clients with payments, gifts, offers of employment, or otherwise unlawful conduct.

#### 4.1.7. Anticorruption/Bribery/Graft

Business Partners must be committed to honesty, transparency, and fairness and have zero tolerance for Bribery, including the making of Facilitation Payments or Graft. Business Partners will reject Corruption in all of its forms and comply with the spirit and letter of all applicable anticorruption laws and regulations. Business Partners are required to:

- Reject Corruption in all of its forms, including Bribery, making a Facilitation Payment, Graft or any Prohibited Act;
- Understand and appreciate that Bribery and Graft are unlawful and therefore strictly prohibited, regardless of jurisdiction or circumstance;
- Adopt and enforce all policies that prevent Corruption in the conduct of business;
- Ensure that no Public Official benefits financially or in any other unlawful way from the relationship with the Business Partner (or any Client);
- Operate with an adequate system of internal accounting controls and maintain accurate records that document relevant transactions; and
- Immediately inform APT, if information is discovered indicating that a Prohibited Act has been committed, has been requested, or otherwise suggested by any person, including a Public Official or private individual, in connection with the relationship with, or work for APT.

Business Partners must not:

- Directly or indirectly, commit or attempt to commit, any Prohibited Act, including Bribery, Graft or making a Facilitation Payment;
- Directly or indirectly, receive a Bribe;
- Use their authority for personal gain; or
- Offer or provide unlawful gifts, courtesies, or entertainment to a Public Official where a reasonable person could interpret the offer and provision as a Prohibited Act.

Hospitality is permitted under specific circumstances. Bone fide hospitality or other business expenditure with the aim of presenting the Business Partner, APT, products, or services, or establishing cordial relations is permitted. However, hospitality or promotional expenditure can be misinterpreted as Bribery and Business Partners must keep in mind appearances and perceptions and not offer hospitality where it could be mistaken to have the intention of influencing a Public Official to secure a business advantage, to perform a function improperly, or to expedite the performance of a routine government action.

#### 4.1.8. Intellectual Property

Unless otherwise specified, all Intellectual Property developed in the course of the business relationship between APT and the Business Partner remains the property of APT or, where contractually specified, the property of its Clients.

Business Partners are required to comply with all applicable laws, rules, and regulations; APT policies and procedures; and contractual policies and procedures of Clients covering Intellectual Property rights.

#### 4.1.9. Scientific integrity

APT is committed to the highest standards of scientific integrity when performing any science based and research-oriented work. These include ensuring that research and science-based work is grounded in documented approaches, is supported by validated data and information, and that results and conclusions are independent and unbiased.

Business Partners are required to ensure that there are no actual or perceived Conflicts of Interest that might bias work they are undertaking or otherwise call into question the validity or accuracy of its work. Business Partners will not falsify, fabricate, or misrepresent data or results, even if pressured to do so by internal or external colleagues. Due credit must be given when the work is not the Business Partner's own. If the Business Partner is involved in any research work involving human subjects, then it must follow the highest standards, laws, rules and regulations applicable and take great care to interact with any human subjects with empathy and respect.

#### 4.1.10. Fraud/Waste/Abuse

APT does not tolerate fraudulent activity, waste of APT or Client resources, or abuse of authority by Business Partners. Business Partners are required to prevent, detect, and report Fraud, waste, abuse, or any other Prohibited Acts that they know or reasonably should have known about. APT Whistle-blower mechanism is available to report confirmed or suspected violations and Business Partners and their Employees are expected to cooperate fully if and when investigations are undertaken.

#### 4.1.11. Conflicts of Interest

APT believes in open and transparent business dealings. Business Partners must separate their own personal interests from those of the business transaction with APT. Conflict of Interest arises when a Business Partner or any member of his or her immediate family, his or her partner, an organization which employs or is about to employ any of the above, has a financial or other interest in, or will receive a tangible personal benefit, from an action taken by the Business Partner. Actual or potential conflicts of interest must be reported to immediately to APT so that action can be to manage and mitigate the Conflict of Interest, including but not limited to the exclusion of the Business Partner from any relevant decisions.

In the event that a Business Partner is subject to codes or rules of conduct other than those contained in APT Policies, Guidelines, Standard Operating Procedures, or Business Processes (such as other professional codes), and a conflict arises between these codes, it is the Business Partner's responsibility to bring the conflict to the attention of APT for resolution.

#### 4.1.12. Insider Trading

APT is committed to transparency and Compliance with all securities laws and regulations. In this section, "purchase" includes the actual purchase of a Security, as well as the entry into any contract to purchase or otherwise acquire a Security and "sale or sell" includes the actual sale of a Security, as well as the entry into any contract to sell or otherwise dispose of a Security.

APT does not tolerate Insider Trading or any violation of securities laws or regulations. Business Partners must not:

- Purchase or sell any type of Security while aware of material, non-public information relating to the Security;
- Directly or indirectly, pass on or "tip" material non-public information to anyone outside the Business Partner under any circumstances or to anyone within APT who does not have a need-to-know such information; or
- Knowingly trade in the Securities of any APT or entity with which the Business Partner is known to be engaging in a confidential transaction.

## 5. Privacy and information protection

### 5.1. Privacy safeguarding, responsibilities and expectations

Safeguarding sensitive and Personally Identifiable Information and preventing its misuse are essential to ensure that APT maintains the highest standards of professional conduct. Representatives, Business Partners, Clients and beneficiaries have a right to be protected against unwarranted invasions of their privacy resulting from the collection, maintenance, use and dissemination of their personal information. APT is dedicated to the protection of the information which we hold to prevent actions that could result in substantial harm, embarrassment, inconvenience or unfairness to anyone with which APT has a relationship.

All Business Partners are responsible for protecting sensitive and Personally Identifiable Information from unauthorized exposure and reducing the volume and types of Personally Identifiable Information to only that which is necessary for business functions. Business Partners must protect the Personally Identifiable Information they collect, handle, maintain and transmit and they must use proper collection, storage, transmission and disposal methods. Further, Business Partners must not access Personally Identifiable Information they do not need to complete their job functions and must not disclose Personally Identifiable Information to unauthorized parties.

Failure to protect Personally Identifiable Information may result in immediate termination of all business relationships with APT. All Business Partners are obligated to notify APT if they discover any actual or potential privacy breaches.

Users of APT information systems have no reasonable expectation of privacy. This means that any information transiting or stored on a APT system can be monitored, intercepted, searched and seized by APT. Further, any information transiting or stored on a APT system may be disclosed or used for any lawful governmental purpose including law enforcement, public health or security purposes.

### 5.2. Access to and protection of information and resources

In the performance of their duties, Business Partners may be granted access to many sources of information, confidential or otherwise. Any information provided as part of a Business Partner's duties or any information

to which the Business Partner has access must be used only for official purposes. Business Partners will not make any unauthorized, improper, or unlawful use of any information made available to them in the performance of their duties. Further, Business Partners will not access information without an official purpose related to the performance of their duties.

In addition to information, APT resources must also be protected. Business Partners are expected to:

- Use or manage both human and material resources efficiently and effectively;
- Avoid waste, misuse, and abuse of APT resources and will conserve and safeguard APT assets;
- Ensure that all facilities, physical resources, and other property belonging to or leased by APT are given due care and maintenance;
- Budget honestly; and
- Respect the natural environment by engaging in environmentally friendly work practices.

APT reserves the right to immediately terminate any business relationships for violations relating to access to and protection of information and misuse of APT resources.

### 5.3. Information technology systems use

All APT information technology systems, including electronic mail and any connected computer communications network, server, and individual computer workstation or laptop, may only be used for business purposes. APT will permit limited personal use of the information technology systems as long as the personal use does not interfere with the Business Partner's work or incur an unreasonable expense to APT. Business Partner use of information technology systems is a business privilege and, as such, APT reserves the right to immediately terminate any business relationship for violations relating to use of the information technology systems.

The following are some examples of unacceptable and, therefore, prohibited actions involving APT information technology systems. Actions include, but are not limited to:

- Excessive use of APT information technology systems for personal use;
- Intentionally inefficient or wasteful of APT assets or resources;
- Unauthorized access or use of any information technology system;
- Intentional disruption of APT's internet service, a third party's internet service, and/or the global internet;
- Compromising or damaging the integrity of or misusing any host/server information technology assets or resources;
- Compromising the privacy of any APT or third party users;
- Violating information technology-related laws, rules, regulations, or policies, in the jurisdiction in which the Business Partner is registered or performing work;
- Compromising corporate proprietary or otherwise sensitive information; or
- Using information technology systems to violate corporate policies or procedures, including sending or forwarding emails, which violate any of APT's policies as outlined in this Business Partner Code of Conduct.

Although APT has software to detect known viruses, Business Partners must be aware that pirated software, email, or basic internet use can introduce viruses into their computer, the corporate network, and broader information technology systems. Caution should be used when opening emails and files from unknown senders and downloading content from the internet.

Business Partners who are unsure of their obligations in relation to any aspect of information technology system use in the workplace should contact APT for advice and assistance.



## 6. Antidiscrimination and Child protection

### 6.1. Antidiscrimination

APT values diversity and employs and partners with individuals and organizations from a wide range of cultures and races. APT is committed to an open and Discrimination free workplace. Business Partners will not engage in discriminatory behaviours on the basis of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, birth, pregnancy, marital status, disability, sexual orientation, age, or any other protected status.

Further, APT is dedicated to promoting gender equity and inclusive workplaces where persons with disabilities and other disadvantaged or vulnerable groups are reasonably accommodated. Business Partners must not engage in any discriminatory behaviours including, but not limited to, the following:

- Refusing to hire someone on the basis of their status;
- Terminating Employees on the basis of their status;
- Refusing to promote someone on the basis of their status;
- Refusing to make adjustments to a workstation of Employees with a disability;
- Treating Employees unfavourably due to their status; and
- Refusing to excuse Employees for gender reassignment surgery, disability-related appointments, pregnancy appointments or other such medical reasons related to their status.

Sexual Harassment or Workplace Harassment is unacceptable behaviour and is not tolerated.

### 6.2. Child protection

APT is committed to upholding the values and purpose of the UN Convention on the Rights of the Child, which require that Children will be protected from performing any work that is likely to be hazardous, interfere with a Child's education, or is harmful to a Child's health or physical, mental, spiritual, moral or social health. Regardless of the jurisdiction in which the Business Partner is registered or doing business, these activities are prohibited.

APT has a zero tolerance of Child abuse and it expects the same commitment to Child protection from Business Partners. Specifically, Business Partners will:

- Treat Children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, birth, or other any other protected status;
- Whenever possible, ensure that another adult is present when working in the proximity of Children;
- Use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass Children or to access Child pornography through any medium;
- Refrain from physical punishment or physical discipline of Children;
- Refrain from hiring Children for domestic or other labour; and
- Comply with all applicable laws, rules, and regulations concerning Child protection, including laws in relation to Child labour.

Business Partners will not:

- Use language or behaviour towards Children that is inappropriate, harassing, abusive, sexually provocative, demeaning, or culturally inappropriate;
- Engage Children in any form of sexual activity or acts where under the law(s) applicable to the Child, the Child is below the age of consent or the act(s) are an offence under relevant laws;
- Invite unaccompanied Children into the Representative's home or place of residence without parental consent;
- Sleep close to unsupervised Children; and
- Supply controlled drugs to Children for use, trafficking, or importing.

When photographing or filming a Child for work-related purposes, Business Partners will:

- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a Child;
- Explain how the photograph or film will be used and obtain consent from the Child's parent or guardian before photographing or filming a Child;
- Ensure photographs and films however recorded and stored present Children in a dignified and respectful manner and not in a vulnerable or submissive manner;
- Ensure that Children are adequately clothed and not in poses that could be seen as sexually suggestive;
- Ensure images are honest representations of the context and the facts; and
- Ensure that physical and electronic labels of photographs and films do not reveal identifying information about a Child.

APT expects Business Partners to understand and appreciate that the responsibility is on them to use common sense and good judgment to avoid actions and behaviours that could be construed as Child abuse.

Business Partners are required to report concerns or allegations of Child abuse, or other conduct inconsistent with this Policy, to APT through any means including APT email, telephone, or the Whistle-blower reporting mechanism.

## **7. Environment, Health and Safety**

### **7.1. Sustainability and the environment**

Business Partners will engage in environmentally sustainable development, promote conservation and sustainable use of natural resources, conservation of biodiversity and heritage sites, and disaster risk reduction planning, ensuring Compliance with environmental protection legislation in the countries where the Business Partner is registered and the countries where the Business Partner works.

### **7.2. Health and safety**

Business Partners will provide a safe working environment that protects the health and wellbeing of their Employees. The Business Partner will comply with all work health and safety legislative requirements and, in doing so, focuses on actions to prevent harm and ensure reasonable care of all Employees.

### **7.3. Anti-narcotics and drug free workplaces**

The Business Partner will maintain a drug-free workplace and will not tolerate the manufacture, sale, transportation, distribution, possession, or use of any drug or narcotic substance deemed to be illegal in the countries in which the Business Partner is registered or is performing work. The Business Partner will use its best efforts to ensure that payments provided to or by the Business Partner do not provide direct or indirect support or resources to entities and individuals involved in drug trafficking.

### **7.4. Antipersonnel mines**

APT does not do business with Business Partners who are engaged in the sale or manufacture of antipersonnel mines or components used in the manufacture of such mines. The Business Partner confirms that it is not involved in the sale or manufacture of these items.

## 8. International governance

### 8.1. Political activity

APT is committed to and supports Business Partner's rights to engage in civil society in their personal capacity. Business Partners are free to engage in political activity in their country of citizenship so long as their involvement is not in conflict with their obligations to APT and does not use APT resources. Business Partners who engage in political activity are prohibited from representing that APT endorses or in any way is associated with their political activity or other political activities of any type.

### 8.2. Trafficking

APT does not tolerate or condone the transportation, sale, or otherwise Trafficking of human beings for profit or otherwise. Business Partners will prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with human Trafficking. Further, Business Partners must not:

- Engage in any form of Trafficking in persons;
- Procure a Commercial Sex Act; or
- Use forced labour in the performance of any work.

Regardless of the jurisdiction in which the Business Partner is registered or doing business, these activities are prohibited.

### 8.3. Terrorism

APT does not tolerate or condone the engagement, directly or indirectly, in terrorism or in the financing of or support to terrorists. The Business Partner must use its best efforts to ensure that payments provided to or by the Business Partner do not provide direct or indirect support or resources to entities and individuals involved in terrorism. Transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism are prohibited.

### 8.4. Sanctions

APT expects Business Partners to abide by the sanctions put in place by the international community including but not limited to the United Nations, the European Union, the United States Office of Foreign Asset Control, the United Kingdom Foreign and Commonwealth Office, and the Australian Department of Foreign Affairs and Trade.

Related sanctions include, but are not limited to:

- Counter Narcotics Trafficking;
- Counter Terrorism;
- Non-Proliferation;
- Rough Diamond Trade Controls; and
- Transnational Criminal Organisations.

Updated sanctions lists can be found here:

<http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>  
<https://www.gov.uk/sanctions-embargoes-and-restrictions> <http://hmt-sanctions.s3.amazonaws.com/sanctionsconlist.htm> <http://www.un.org/sc/committees/consolidated.htm>  
<http://dfat.gov.au/international-relations/security/sanctions/Pages/consolidated-list.aspx>

## 9. Duty to comply

It is the responsibility of each Business Partner to fully comply with this Policy. Failure to comply may result in immediate termination of any business relationship or other appropriate action.

## 10. Reporting

Business Partners are required to report violations of this Policy to APT or through APT's Whistle-blower mechanism.

### DOCUMENTS SIGHTED, READ AND UNDERSTOOD

I \_\_\_\_\_, have sighted, read and understood the

APT Business Partner Code of Conduct. I understand that these policies may change from time to

time, and that it is my responsibility to keep myself updated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date