



**GraceKennedy Limited**

**CODE OF ETHICS & GUIDELINES FOR BUSINESS CONDUCT**

**Acceptance Form**

*(To be signed on a one time basis by all employees)*

1. I confirm that I have received, read and understood the GraceKennedy Code of Ethics & Guidelines for Business Conduct (or “the Code”) and understand that it forms part of the terms and conditions of my employment.
2. I confirm that I shall act at all times in accordance with the Code and any amendments advised from time to time.
3. I confirm that I understand that it is my responsibility to contact my supervisor or manager, Business Unit/Department Head, Business Segment Head, Human Resources Officer for my company or unit or the GraceKennedy Group Secretariat & Legal Department if I require guidance in applying the Code to a particular situation.
4. I confirm that I understand my obligations under the Code to report potential or apparent violations of law or of this Code, or incidents of questionable practice, either through the usual chain of command or, in the event that I feel more comfortable in doing so, directly to:
  - The Group Chief Human Resources Officer, Chief Corporate Secretary/Senior Legal Counsel or Chief Audit Executive or
  - The Group CEO, Chair of the Audit Committee. Chair of the GK Corporate Governance & Nomination Committee of the Board of GraceKennedy or the GK Board Chair, if the circumstances warrant this.

*Note: The term “usual chain of command” refers to the step-by-step process of reporting that starts with your immediate supervisor, then to your supervisor’s manager and goes through to the most senior person in the organization.*

5. I confirm that I understand that I will be required each year to sign the Annual Certificate of Compliance to confirm that I have read and understood the *GraceKennedy Code of Ethics & Guidelines for Business Conduct*.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Business location: \_\_\_\_\_

Date: \_\_\_\_\_