### **INTEGRITY POLICY**

# Intellectual Property, Confidentiality and Privacy

Customers, suppliers and other business contacts often entrust Tanjun with confidential or proprietary information. This information should be safeguarded in the same manner as Tanjun information. Inventions, ideas and other forms of intellectual property are a vital part of Tanjun's success. As a result, we are diligent about protecting valuable company technology through patents, trade secret protection, copyrights, trademarks or other such methods. Tanjun is equally committed to avoiding the unauthorised use of the intellectual property of other companies or individuals. Tanjun also protects corporate data and knowledge through a comprehensive set of policies. These policies provide guidance on safeguarding the company's business information and assets from unauthorised access or disclosure and ensure that information transmitted over our communication systems is properly controlled.

## **Company Property and Information**

All Tanjun Associates, consultants, advisors, trainees and employees, are responsible for safeguarding Tanjun's assets from misuse or misappropriation, whether those assets are intangible, such as business information and intellectual property, or tangible, such as equipment or supplies.

Company records, property, technical information, communications and business opportunities constitute valuable assets that can be critical to Tanjun's performance and competitive advantage. These materials are the property of the company and – like all assets – should be safeguarded against misuse or misappropriation and used only to further Tanjun's business objectives. Safeguarding these assets includes taking the appropriate steps to prevent and identify accidental disclosure. These responsibilities and restrictions apply equally to electronic information methods (e-mail, Internet, etc.) and prohibit accessing or creating any electronic communications that contradict Tanjun's work policy.

#### Books, Records and Filings

All Tanjun Associates, consultants, advisors, trainees and employees are required to keep accurate records and provide full, fair, accurate, timely and understandable disclosures in the periodic reports filed by the company with regulators and in our public communications.

Tanjun's relationship with its customers and investors is built upon our reputation for honesty and integrity in financial and related reporting. We must make every effort to ensure that information contained in documents filed by the company with governmental or regulatory bodies is complete, fair, accurate, timely and understandable. In addition, we are each required to ensure the accuracy of any records we develop or review, including financial records, expense reports and engineering or other technical documents.

It is Tanjun's policy to co-operate in government investigations and inquiries. All subpoenas, summonses, information requests relating to legal proceedings, or other inquiries or communications from a law enforcement officer or agency, a court or a lawyer should be referred immediately to the Legal consultant. This includes interview requests, document requests or any other requests about an investigation or litigation.

Destroying or altering a document with the intent to impair the document's integrity or availability for use in any government investigation or legal proceeding is a crime. Documents relevant to any pending, threatened, or anticipated litigation,

investigation, or audit shall not be destroyed for any reason. Any belief that company records are being improperly altered, destroyed or otherwise treated inconsistently with the provisions of the law should be reported to the Legal Consultant. In addition to being a violation of this policy, efforts to mislead or coerce independent auditors or members of the internal audit staff concerning issues related to audit, accounting or financial disclosure can have serious legal consequences, including criminal penalties.

## Conflicts of Interest

All Tanjun Associates, consultants, advisors, trainees and employees should avoid conflicts between personal and Tanjun interests. If actual or apparent conflicts are unavoidable, seek guidance on the best course of action and fully disclose any transaction or relationship that reasonably could be expected to give rise to a conflict.

Employees are expected to exercise good judgement and the highest ethical standards in our activities on behalf of Tanjun and also to be mindful that our activities outside the company impact how others view Tanjun. We should avoid any actions, investments or interests, which reflect unfavourably on the company or ourselves.

More specifically, all Tanjun Associates, consultants, advisors, trainees and employees should avoid any action that has the potential or appearance of impacting the company adversely or interfering with our objectivity about what is in Tanjun's best interest.

Examples of potential conflicts of interest include but are not limited to:

- Enjoying more than a 2.5 percent financial interest in a competitor, customer, supplier or other for-profit entity doing business with Tanjun;
- Outsourcing work to a company in which a relative has a position of leadership or stands to make a monetary gain;
- Having a consulting, managerial or employment relationship with a competitor, customer, supplier or other entity doing business with the company;
- Acquiring property rights that Tanjun has or may reasonably have an interest in:
- Accepting gifts, entertainment or other favors of more than nominal value (which in no case should exceed a fair market value
- Accepting cash, product or service discounts, loans or co-signature arrangements for you or your family from such individuals;
- Accepting offers to pay for travel, lodging or similar accommodations;
- Soliciting any gifts, entertainment or other favours;
- Any form of adult entertainment. Employees also must be aware of customer and supplier policies regarding gifts and entertainment, and abide by such policies.

Tanjun recognises that some forms of corporate-sponsored entertainment can be a legitimate way to build stronger working relationships. Keep in mind that business entertainment should be legal, reasonable, infrequent and justifiable. A modest business lunch or dinner, which is occasionally picked up by one party, is generally acceptable, but a standing lunch or dinner date in which the supplier always pays is not. Season tickets to a sporting event also would not be appropriate, but an occasional invitation to such events is acceptable.