

DigiShare Records Management
& Web Design Solutions
(PTY) Ltd

Digishare Records Management and
Web Design Solutions (PTY) Ltd
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CODE OF ETHICS

At Digishare we are committed to providing the best possible service to our clients at no risk to the client's clientele. As such we ascribe to a strict Code of Ethics.

INTEGRITY

Director(s), staff members and temporary staff members are expected to be discreet and forthcoming in handling, processing and dispatching all client and third-party information.

OBJECTIVITY

Digishare staff and management team is bound to exercise objectivity in all decisions and services rendered regarding all serviced clients.

CONFIDENTIALITY

We are bound to unswerving confidentiality regarding all records and information of clients and/or third-party in accordance with this policy, our privacy policy, the Constitutionⁱ and all relevant legislationⁱⁱ.

RACE

At Digishare, we believe and uphold the values of equality and human dignity afforded by the Constitutionⁱⁱⁱ of South Africa and are against all forms of oppression regarding race and/or ethnicity.

S. Mafanya
[Director]

ⁱ Section 14, the Constitution of South Africa 1996. [*Hereinafter: the Constitution.*]

ⁱⁱ The POPI Act, Act 4 of 2013.

DIGI●SHARE

RECORDS MANAGEMENT &
WEB DEVELOPMENT SOLUTIONS

iii Section 9 and 10 respectively.

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