

Code Of Conduct

Cable Bahamas is a Group of Companies





cablebahamas

Cable Bahamas is a Group of Companies

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| **SUMMIT**
BROADBAND

Table Of Contents

A message from the CEO	3
Vision and Mission	4
CBL group of Companies Commitment and Values	5-6
Who We Are	7-8
Introduction: Our Commitment and Values	10-11
1. Creating and Maintaining a Culture of Diversity and Inclusion	12
1.1 Equal Employment Opportunity	12
1.2 Discrimination and Harassment	12
1.3 Anti-Retaliation	13
1.4 Employee Privacy	13
1.5 Code of Ethics	13
2. Maintaining a Safe, Secure and Healthy Environment	14
2.1 Workplace Violence	14
2.2 Workplace Safety and Environment	15
2.3 Substance Abuse and Alcohol	15
2.4 Misconduct off the job	17
2.5 Security	17
2.6 Guidelines for Appropriate Conduct	18
2.7 Automobile Use–Personal	18
2.8 Internal and External Communication	19
2.9 Use of Recording And Monitoring Devices	19
2.10 Computer Software	20
2.11 Company Provided Electronics and Tools	20
2.12 Social Media	20
2.13 Cell Phones	21

3. Maintaining Integrity and Fairness	22
3.1 Avoiding Conflicts of Interest	23
3.1.1 Employment Outside of The Group	24
3.2 Activities Outside of The Group	24
3.3 Political Activities	25
3.4 Loans and Pay Advances	25
3.5 Financial Interests	25-26
4. Preparing, Maintaining and Disclosing Records	26
4.1 Employee References	26
4.2 Work Time and Attendance	27
4.3 Retaining Company Records	27
4.4 Confidential Matters	27
5. Employee Benefits	27

Message From The CEO

Dear Colleagues,

I'd like to take this opportunity to introduce the CBL Group employee Code of Conduct. At the Group, our objective is to ensure that every team member has a safe and professional work environment. This will lead to greater productivity and commitment to the vision of the organization, and goals of the leaders within the group.

The Code of Conduct is by no means exhaustive but, is intended to articulate the spirit of the group and to ensure that there is clarity around what is expected from each of you in your respective areas of business.

The reality is that in an environment that is as dynamic and as fast pace as ours, there will be scenarios and circumstances that may raise questions in your mind as to whether what you saw or may have experienced is right. I encourage you to read and to digest this Code of Conduct, and if there is still doubt in your mind, to contact your department leader. Our aim is to establish clear and ethical standards of behavior that define who we are as a company and a brand.

From time to time, we will have to make updates to this Code of Conduct to ensure that its content remains relevant to our needs and continues to be conducive to a professional environment. We will continue to ensure that the human resources leadership team brings you up to date to any changes that may be necessary.

In the meantime, I'd like to thank all of you for your continued commitment, support and efforts to building our group of companies.

Sincerely,

Franklyn A. Butler II

Vision

Be the leader in enabling connected lifestyles and experiences

Mission

Drive growth by unleashing the power of the group

Cable Bahamas' Group Of Companies Commitment And Values

The Group's commitment is to build an employee and customer service centric culture that puts the need of our employees and our customers first. We aim to provide excellent service and great communication experiences. This is who we are, what we do, and why we exist. We focus on our customers and we are responsible members of our communities. We will produce a solid return for our shareholders, create meaningful work for our employees and provide lasting value for our customers.

Our Core Values

Teamwork

We commit to leverage our collective genius. Individual commitment to a group effort that challenges and inspires

Integrity

We are best when we are open, honest and genuine
Integrity is consistency of words and actions

Customer Focused

Our customers are our only business
The customer experience is not what we do, but who we are

Performance

Results first.....substance over flash! Creativity, innovation, passion and execution

Community Leadership

We impact where we live through sponsorship and social development

We Believe in People

If we take care of our people, they will take care of our customers



We take responsibility for our actions as individuals, team members and as an organization. We work together to ensure that we never let the customer or our co-workers down.

We want to be judged by what we do and not just by what we say. We challenge ourselves to become better every day. Our values guide our actions and our products and services are what keep our customers coming back.

Who We Are

High Quality Communication Service

We have our jobs because our customers value our products and services. We consistently deliver amazing customer experiences through our products and actions. Our strong network, systems, and processes is at the foundation of all we do. It is critical that we provide the best quality and most reliable products. Our customers pay us to provide them with service they can rely on.

Customer Service Driven

Our customers are our focus. We never take the customer for granted. We listen, anticipate and respond to their needs. We are the subject matter experts when it comes to our products and services and can explain them to our customers. We focus on executing with excellence and the highest level of respect and ethical values. We are accountable and we follow through with a sense of urgency. This give us a distinct competitive advantage.

Employee Centric

Our employees are our greatest asset. We share a commitment of excellence in customer service to both our internal and external customers. We are a family of professionals excited to work in a company offering cutting-edge technology. We drive employee development and offer career opportunities allowing employees to reach their full potential.



Teamwork And Collaboration

Teamwork is the hallmark of our professional service. Teamwork allows us to serve our customers with a sense of urgency and responsiveness. We embrace diversity and invest in the development of our team members. We set goals and our achievements reflect our commitment to excellence in everything we do. We keep our commitments to our customers and to each other. We respect and trust one another and our opinions matter.

We Act With Integrity

We believe in trust, honesty, openness and transparency. Our commitment is to do the right thing and put in place sound business practices when dealing with our customers, suppliers, shareholders, competitors and each other. We are good corporate citizens and we share in our success with our communities as we together make them better places to live.

We Strive To Be The Best

Our aim is to consistently be the best in service deliverables, products and customer experiences. We act fast, respond quickly and ensure xcountability for getting things done. Our actions ensure measurable results.

Our Core Values

Our core values define who we are and what we constantly strive to be. They serve as the foundation of our organization. We operate 24x7 so our customers can have access to our service and products whenever, wherever and however they want them.



Introduction

Expectation and Values Building A Culture Of Integrity

This Code of Conduct is a statement of the principles and expectations that guide ethical business conduct at Cable Bahamas Group of Companies (the Group). The Group requires all employees to use proper judgment, be accountable for their actions and to conduct business with integrity and respect.

This Code of Conduct reflects our changing business environment and has been approved by the Board of Directors. In addition to governing conduct by employees, this Code also governs conduct between employees, customers, competitors and our numerous business providers (including suppliers, vendors, contractors and agents) who assist us every day. We want our business providers, customers and shareholders to understand how we do business and what they can expect of us.

You may never violate this Code or any company policy even if a leader directs you to do so. If you receive such a request, you should advise your leader that the request violates the code or policy. If your leader refuses to modify his or her request, you should contact Human Resources immediately.

Failure to comply with any provision of this Code or company policy is a serious violation and may result in disciplinary action, up to and including termination of employment, as well as civil or criminal penalties. These consequences may apply not only to employees who commit misconduct, but also to those who condone misconduct, fail to report or take reasonable measures to prevent, detect and address misconduct or seek to retaliate against those who report potential misconduct. Human Resources will investigate all reported instances of questionable or unethical behavior.



This Code of Conduct does not replace or supersede the employee handbook or any other stated policy.

1. Creating and Maintaining a Culture of Diversity and Inclusion

The Group values the diversity of our workforce and strives to build a comfortable, positive and efficient work environment for every single person. The Group employees must maintain professionalism and an ethical work environment that embraces Diversity and Inclusion.

1.1 Equal Employment Opportunity

The Group is committed to a policy of Equal Employment Opportunity for all employees and hiring, retaining and promoting a superior and diverse workforce. This means we will not discriminate against any employee or applicant for employment because of race, color, age, religion, national origin, sex, disability, marital status, sexual orientation, military status, or status in any other protected group. The Group complies with all applicable laws within the countries we operate governing non-discrimination in employment.

1.2 Discrimination and Harassment

The Group is committed to a work environment in which all individuals are treated with respect. We strictly prohibit and have zero tolerance for discrimination and any form of harassment. This type of conduct is prohibited and is unacceptable in the workplace or in any work-related setting outside the workplace.

The Group requires that any employee who experiences or witnesses any perceived harassment, discrimination, or retaliation report the matter immediately to his or her supervisor, in writing. If an employee is not comfortable reporting the matter to his or her supervisor, the employee should report it immediately in writing to Human Resources.

1.3 Anti-Retaliation

Retaliation against any individual who reports discrimination or harassment, or assists in investigating such charge is strictly prohibited. Any form of retaliation is considered a direct violation of the Code of Conduct.

The Group will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which is a violation of the law; or
- Provides truthful information to assist in an investigation regarding violations of the law.

The Group will promptly and thoroughly investigate and, if necessary, address any reported violation. Anyone found to have engaged in retaliation or in violation of law, policy or practice or anyone who knowingly makes a false report of a violation will be subject to disciplinary action, up to and including termination.

1.4 Employee Privacy

Personal employee information will be considered confidential and as such will be shared only as required with those who have a requirement for access to such information. You must take the appropriate steps to protect confidential and private employee information. Employees should never obtain or disclose any information related to another employee to a co-worker or anyone outside of The Group. Unless you have reason to disclose employee information and are acting in accordance with company policies and applicable laws.

1.5 Code of Ethics

The Group is firmly committed to complying with its legal and ethical obligations under all laws. As a result, we expect all employees, at every level within the company, to comply strictly with all legal and ethical obligations. The Group maintains the highest ethical standards in the conduct of its business and in its relationships with customers, suppliers, employees, advisors, and the communities in which we serve. This can be implemented only if our employees recognize their responsibility to treat everyone in an honest and fair manner. We hold all employees responsible for carrying out and monitoring compliance with this commitment. If any employee becomes aware of any violation of a legal or ethical obligation, or any unfair or improper treatment of a customer, the employee must immediately report the matter to Human Resources.

2. Maintaining a Safe, Secure and Healthy Work Environment

The Group is committed to creating and maintaining a safe, secure and healthy work environment for all employees.

2.1 Workplace Violence

The Group expressly prohibits and will not tolerate any acts or threats of violence by any employee or former employee against any other employee in or about our facilities or elsewhere at any time. We also will not tolerate any acts or threats of violence against customers or visitors on company premises at any time or while they are engaged in business with or on behalf of the Group on or off the premises. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported incidents involving other employees, former employees, customers or visitors must be reported to Human Resources immediately.

2.2 Workplace Safety and Environment

The Group strives to comply with occupational health and safety laws, and strives to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment. The Group's safety and health policy is aimed at minimizing exposure of our employees, customers, and all other visitors to our facilities to health or safety risks. To accomplish this objective, all employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses. Employees must perform their job in a safe environment and must comply with all company policies and the law. If you believe that there is a safety risk you must contact your supervisor immediately and report the situation. Human Resources along with management will investigate all safety, health and environmental concerns that are reported.

2.3 Substance Abuse and Alcohol

The Group recognizes that alcohol and drug abuse as a potential threat to health, safety and security and is committed to maintaining a safe and drug free work environment. All employees are expected to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Employees may never use, sell or possess illegal drugs while on company time, or at a company sponsored event, customer's property or while operating a company vehicle or equipment. Employees may not consume alcohol while on duty. You may not report to work, operate equipment or a company vehicle while under the influence of alcohol or any illegal drug or while intoxicated. If you are taking any medication that creates a safety risk for you or another employee, please let your supervisor know immediately.



2.4 Misconduct Off the Job

Employees, on or off the job, represent the Group. Should an activity on an employee's part be of a nature that it could harm another employee, tarnish the image of our company or hurt our business position in the community, the Group reserves the right to enforce proper disciplinary actions. In addition, if the conduct of the employee off the job in any way interferes with their ability to perform their daily job functions, we reserve the right to enforce disciplinary action.

2.5 Security

It is each employee's responsibility to ensure that proper security measures are exercised at all times. You should be familiar with office emergency exits and with alarm systems and the proper steps to take upon hearing them. Alert your supervisor immediately if you become aware of any workplace security hazards, and report any suspicious people or situations. Keep security doors locked at all times. Customer and employee personal information as well as network operations, company passwords, security procedures, marketing research data, business strategies and product development must also be kept secure and confidential. Employees must wear security and ID badges at all times while working and/or on customer properties or out in the field. Please let your supervisor or Human Resources know if you are aware of any security violations.

2.6 Guidelines for Appropriate Conduct

Our goal at The Group is to staff the Company with individuals who, in addition to being qualified through education and experience, also meet high standards of professional and personal conduct. Employees are expected to be courteous and respectful toward fellow workers, customers, and office guests at all times.

Listed below are some of the rules and regulations of The Group. This list is not all-inclusive. Types of behavior and conduct that The Group considers inappropriate and which could lead to disciplinary action up to and including termination of employment without prior warning, at the sole discretion of The Group, include, but are not limited to, the following:

- Theft, misuse, damage or destruction of The Group's property or the property of other employees or customers of The Group.
- Misuse of company property including using email, instant messaging, social media, internet, intranet or phone to engage in activities that are unlawful and unethical.
- Falsification of The Group's records or documents, including, but not limited to employment applications, time/payroll records, expense reports, or purchase orders.
- Failure to maintain the confidentiality of The Group's customer information.
- Failure to perform your job properly, including but not limited to: Wasting, destroying or misusing The Group material, time or property.

2.7 Automobile Use - Personal

The Group is not responsible for damage to your personal automobile when you are driving it for Company business. The Company will reimburse the employee based on actual mileage driven. This wholly compensates you for all gasoline, wear and tear, and insurance at a rate equal to that carried on The Group vehicles. Employees needing to drive their personal vehicle for company commitments as it relates to their roles and responsibilities, must provide Human Resources with updated, current and required insurance documents.

2.8 Internal and External Communications

The Group's breakrooms contain postings used to communicate official government information on equal employment opportunity, wages and hours, health and safety, and other topics. Employees may not post any information or solicitation, personal or otherwise, on company property without the express permission of the HR Manager. This includes other forms of communication within The Group including meetings and e-mail.

Unless you receive prior approval from the CEO, COO or Human Resources, you cannot state that you are speaking on behalf of The Group. You may not disclose or release company information that is related to contractual agreements, policies and procedures, financial information or any other information that is non-public.

Requests or inquiries must be referred to the following departments:

- COO handles communication related to The Group's financial history, security matters and media inquiries/communications.
- Human Resources handles employment verifications, subpoenas, court orders, background check information, attorney and government inquiries.
- Marketing/Communications handles all social media inquiries.

2.9 Use of Recording and Monitoring Devices

The Group employees have access to numerous forms of electronic media and services, including, but not limited to; computers, telephones, facsimile machines, copy machines, e-mail, voicemail, external electronic bulletin boards, on-line services, the Internet and the Web. These electronic media and services are provided to assist you in the performance of your job, and should be used for The Group's official business only. Storage of personal files including, but not limited to music, videos, photographs, and personal documents on a company provided computer is prohibited.

To ensure that electronic media and services are being used in compliance with the law and with The Group's policies, The Group reserves the right, in its discretion, to monitor the use of such equipment (including monitoring phone calls) and to review any employee's electronic files and messages.

The use of recording devices without the consent of all parties is unlawful in most states. You may not record, videotape or photograph another employee, customer, vendor, contractor or competitor while on company time or at a company sponsored event.

2.10 Computer Software

The widespread use of computers throughout The Group has increased the need for software that runs on these computers. Software packages available for use on these machines are protected by federal copyright laws, which make it illegal for anyone to make unauthorized copies for business or personal use. Employees may not download or install any software on a company owned computer without the prior consent of the Director of Information Technology.

2.11 Company Provided Electronics and Tools

You may be provided with Company owned tools/equipment to enable you to do your job. You will be responsible for returning all Company property in good condition upon separation from the Company. If at any time during your employment, such property should be damaged or lost, the cost of repair/replacement will be deducted from your paycheck.

2.12 Social Media

The Group expects our employee's social networking communications to comply with all laws and company policies at all times. In addition, the Company expects employees to be a brand ambassador at all times. This applies to all public communications outside the company including Web logs, social networking sites, websites, broadcast emails, instant messaging, text messages, tweeting, chat rooms, statements to the media, etc. The use of "Social Media" includes all public communications.

Your social media must comply with company policies, e.g., confidentiality, duty of loyalty, noncompetition, respect for dignity, solicitation, media, harassment, access to records, copyright, trademark, Internet, e-mail and use of company facilities. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.

Always be fair and courteous to co-workers, customers, suppliers or people who work on behalf of The Group. Also, keep in mind that you are more likely to resolve work-related issues by speaking directly with your co-workers or by utilizing our open-door Policy than by posting complaints to a social media site.

Company equipment may not be used to create or maintain a personal website or social media or to create content on a personal social media site.. Company equipment is monitored to ensure compliance with its policies. Personal use of social media during work hours is prohibited.

The Group will delete from its website, files, computer systems, and storage media any unauthorized materials it may find, at any time and without notice. We may also require employees to delete references to the Company on a website or web log and to stop identifying themselves as an employee of the Company.

2.13 Cell Phones

The company may provide you with or allow you to use cell phones while on the job. It is the employees' responsibility to use cell phones in a safe manner to protect themselves and others. You should fully understand and use features such as speed dial, memory, and hands-free equipment where appropriate. Use of personal cell phones except on breaks should be for emergency calls only.

Cell phones and other communications devices that are property of the Company must be returned when requested. The mobile service that The Group provides is exclusively for the benefit of The Group employees, and employees should refrain from making, sending or receiving calls, text messages and emails of a personal nature with Company communication devices.

The Group may review call logs, voicemail recordings, text messages, photography, or email transcripts made using a company device to ensure compliance with this and other Company policies. If the communication device issued to you contains a GPS or similar feature, we reserve the right to monitor your location while performing your job duties.

While operating a motor vehicle, employees must refrain from using cell phones or must pull over safely to the side of the road before making or receiving calls or viewing or creating text messages. Hands free cell phone policies are now being enacted in many states. Should you travel to any jurisdiction on Company business, you will be required to comply with local laws.



3. Maintaining Integrity and Fairness

The Group has guidelines to avoid real or potential conflicts of interest and maintain a fair and honest environment. It is your duty as an employee of the Company to follow the guidelines regarding conflicts of interest. If this is not clear to you or if you have questions about conflicts of interest, contact Human Resources.

3.1 Avoiding Conflicts of Interest

Conflict of interest is defined as a situation in which one's personal interests (including but not limited to being a shareholder, customer, supplier, Director of, employed by or due to being a representative of other shareholder entities) may be, or may have the appearance of being, in conflict with the interests of the Company. The range of potential conflicts includes, but is not limited to, the following five areas:

- (i) either directly or indirectly, through friends, relatives or associates, receiving payment and/or gifts in exchange for favorable treatment;
- (ii) having an interest in (partial or otherwise) or providing consulting services to, an organization that does material business with the Company, or performs the same services as the Company;
- (iii) disclosing or using information about the Company for personal gain or at the expense of the Company;
- (iv) having any interest in an entity that has a material contract with the Company; or
- (v) any material relationship with a competitor of the Company.

In order that actions, decisions and judgments are taken in the best interests of the Group's business, employees are expected to have no relationship, activity or personal financial interest that might impair or affect their judgment or influence their decisions in this regard.

Sensitive information concerning the Group's financial matters, plans, changes in products, prospects or business ventures is to be treated as confidential and is not to be disclosed to anyone other than the Group's personnel who need to have the information to carry out their responsibilities and to those involved in conducting, assisting, reviewing, auditing or regulating Group's business and affairs.

This policy also applies to family members of employees, with the latter thus being responsible for the conduct of their family members. "Family members" is defined as parents, spouse, children and siblings.

You also may not supervise directly or indirectly an employee with whom you have a personal relationship.

You must disclose all of the above information to Human Resources immediately.

3.1.1 Employment Outside of The Group

Any employee holding a second job with another organization must demonstrate satisfactory performance in his or her job responsibilities with The Group at all times. All employees will be expected to meet the job performance standards established by the company and will be subject to The Group's work and scheduling demands, regardless of any other outside work requirements.

If The Group determines that an employee's outside work interferes with his or her job performance or the ability to meet the requirements of The Group at any time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with The Group. A refusal to comply with The Group's reasonable request to terminate outside employment may result in immediate termination of employment.

Employees are strictly prohibited from – with or without compensation – being employed or consulting for any company or organization (including nonprofit) that is a vendor, supplier, contractor, subcontractor, and competitor, current or prospective future customer of The Group.

3.2 Activities Outside of The Group

The Group may encourage its employees to be active in their communities and to volunteer their time to bona fide charitable, educational, civic, and trade organizations, provided of course that such activities do not detract from their job performance.

Participation in these types of activities does not generally require prior approval. Memberships in organizations that may require decision making regarding The Group or its products can cause conflicts of interest. If you are a member of such an organization, you must remove yourself from discussing or voting on any matter that involves the interests of The Group or its competitors. You must also disclose this potential conflict to Human Resources.

3.3 Political Activities

The Group is committed to being a responsible corporate citizen and complies with applicable laws and related regulations regarding the use of corporate resources in connection with political activities. In addition, The Group encourages its employees to participate in the political process as long as activities only occur in an individual and private capacity and not on behalf of the Company.

The Group will not make political contributions or use any corporate funds or assets for any candidates or political parties, including campaign committees and funds, caucuses, independent expenditure committees, or special interest groups engaged in lobbying activities. Employees may make personal political contributions (including to any political party, candidate or political organization or interest group) and may engage in political activities of their own choosing. However, such contributions and activities cannot be made or undertaken in any way that would make it appear that The Group is supporting a candidate for election, a political party, an interest group, or any political initiative or ballot issue.

Before seeking any elected or appointing office, employees must obtain approval of their department head and Human Resources.

3.4 Loans

Employees may not loan another employee a loan that is greater than \$25.00. Personal loans from the company to any employee are strictly prohibited.

3.5 Financial Interests

CODE OF BUSINESS ETHICS INSIDER TRADING POLICY

Directors, Officers and senior managers ("Insiders") are from time to time in possession of information which may constitute an undisclosed material fact. This policy is designed to ensure that Insiders do not use such undisclosed material facts to trade in the Company's securities.

List of Insiders

The Company will maintain a list of individuals including Directors, Officers, senior managers and advisors who will be governed by the Insider Trading Policy ("Designated Insiders").

Prior Clearance

The Board of Directors will designate a senior officer or director of the Company to assume the position of Insider Trading Officer. It has been approved that the Company Secretary will assume this position. Designated Insiders must obtain prior approval from the Insider Trading Officer prior to buying or selling any of the Company's securities including the exercise of options. The Insider Trading Officer may refuse permission to trade if, in his or her sole judgment, there are undisclosed material facts or other potentially sensitive developments within the Company which Designated Insiders either know or could reasonably be expected to know. The Insider Trading Officer is not required to provide an explanation for his decisions.

The President will undertake to keep the Insider Trading Officer informed of developments within the Company which could impose trading restrictions on Designated Insiders. If in doubt, the Insider Trading Officer will seek the advice of the CEO.

No-Trade Periods

The Insider Trading Officer will from time to time advise all Company Directors, employees and advisors in writing that they may not trade in the Company's securities during a specific time period, with or without explanation. These No-Trade Periods will include the five trading days immediately preceding and two trading days immediately following the issuance of financial statements as well as periods during which the Company is involved in sensitive negotiations to conclude such matters as financings, acquisitions or divestitures. All such developments which could constitute undisclosed material facts must be reported to the Insider Trading Officer to determine if a No-Trade Period is appropriate.

4. Preparing, Maintaining and Disclosing Records

The Group is committed to preparing, maintaining and disclosing accurate and truthful information.

4.1 Employee References

All requests from agencies, stores, banks, or other institutions for personal and payroll information concerning a The Group employee must be directed to Human Resources.

The Group employees are advised not to release any information regarding previous or current employees. If you signed a non-disclosure agreement with a previous company, please let Human Resources know as this may affect your employment with The Group.

4.2 Work Time and Attendance

The Group expects that all employees will be present for work as scheduled. Employees are required to clock in before performing any work and are not permitted to clock out before actually stopping working. Employees who fail to accurately report hours worked are subject to disciplinary action. You may not instruct another employee to fail or misreport any time worked.

Employees are responsible for recording accurate work times for all hours worked, including overtime. By clocking in/out, you are confirming the hours you have worked for that day/week. Should you believe there is a discrepancy on your timecard or paycheck, you must notify Human Resources/Payroll immediately.

4.3 Retaining Company Records

The Group will maintain company records in accordance with applicable laws. You may never destroy, alter, damage or conceal if you have been directed by Human Resources to retain the information for an investigation or legal matter that may involve litigation. If you are directed to violate this policy, you must contact Human Resources immediately.

4.4 Confidential Matters

It is very important to The Group that we protect our confidential business information. All information learned at the Company must be kept in the strictest confidence at all times. Your employment assumes an obligation to maintain confidentiality, even after you leave the Company.

5. Employee Benefits

The Group offers various employee benefits, including medical, dental, life insurance, and long term disability insurance. The existence of these employee benefits and plans does not, in and of itself, signify that an employee will be employed for the requisite length of time necessary to qualify for these plans and benefits. When signing up for any of the above benefits offered by The Group, you must be honest and not submit any false information as to covered members, beneficiaries or health status. If you have any questions about any aspect of your benefits after reading the information provided herein, please contact Human Resources.

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