



Memo

To: All Members of Staff
From: The Managing Director
Date: 13th December 2021
Subject: **Implementation of the Due Diligence procedure**

Castel Malawi Limited (the "Company") has adopted the Due Diligence procedure applicable to Suppliers. This Procedure has originated from the Group and has been introduced in all Castel Group Companies.

The purpose of this procedure is to ensure that the Company deals with partners who maintain good ethical values and also to ensure that the integrity of commercial relations is maintained. This reduces the potential risk which may be caused by the partners in the course of doing business with them.

To this end, all departments working with Suppliers must familiarize themselves with the Due Diligence procedure and establish a list of existing partners to which it will be applied.

Once the list has been produced, it will be the responsibility of every department concerned to implement the Due Diligence procedure and ensure that it is adhered to.

The below members of the local Ethics Committee may be contacted should you have any questions:

- Chipiliro Kauka (Head of Legal) – chipiliro.kauka@Castel-Afrique.com
- Naomi Nyirenda (HR Director) – naomi.nyirenda@Castel-Afrique.com

I count on the collaboration of all employees in the implementation of this procedure in order to ensure that the company is adequately protected.

HERVE MILHADE
MANAGING DIRECTOR

