

## **Code of Conduct**

This Code of Conduct sets out the principles and standards which the Board, management and employees of the Company are encouraged to strive towards when dealing with each other, shareholders, other stakeholders and the broader community.

The purpose of the Code of Conduct is to promote a safe, healthy and productive workplace wherever the Company operates. Underpinning the Code is the expectations that all persons performing work for and on behalf of the Company will conduct themselves honestly and professionally.

The Code of Conduct does not, and cannot, cover every possible action or scenario a member of the Company may encounter during their employment or engagement with the Company.

### **1. Integrity**

The Board and senior executives are committed to conducting themselves with integrity and honesty in accordance with this Code of Conduct.

Directors, management and employees shall deal with the Company's customers, suppliers, competitors and each other with honesty, fairness and integrity and observe the rule and spirit of the legal and regulatory environment in which the Company operates.

### **2. Responsibility to Shareholders**

The Company aims:

- a) to increase shareholder value within an appropriate framework which safeguards the rights and interests of the Company's shareholders and the financial community; and
- b) to comply with systems of control and accountability which the Company has in place as part of its corporate governance with openness and integrity.

### **3. Respect for the Law**

The Company is to comply with all legislative and common law requirements which affect its business wherever it operates. Where the Company has operations overseas, it shall comply with the relevant local laws as well as any applicable Australian laws. Any transgression from the applicable legal rules is to be reported to the Managing Director as soon as a person becomes aware of such a transgression.

### **4. Conflicts of Interest**

Directors, management and employees must not involve themselves in situations where there is a real or apparent conflict of interest between them as individuals and the interest of the Company. Where a real or apparent conflict of interest arises, the matter should be brought to the attention of:

- a) the Chair in the case of a Board member or the Managing Director;
- b) the Managing Director in the case of a member of management; and

c) a supervisor in the case of an employee,

so that it may be considered and dealt with in an appropriate manner for all concerned.

## **5. Protection of Assets**

Directors, management and employees must protect the assets of the Company to ensure availability for legitimate business purposes and ensure all corporate opportunities are enjoyed by the Company and that no property, information or position belonging to the Company or opportunity arising from these are used for personal gain or to compete with the Company.

## **6. Confidential Information and Privacy**

Directors, management and employees must respect confidentiality of all information of a confidential nature which is acquired in the course of the Company's business and not disclose or make improper use of such confidential information to any person unless specific authorisation is given for disclosure or disclosure is legally mandated.

The Company's information also includes intellectual property assets, such as patents, trademarks, copyright, design and other intellectual property assets. These assets are valuable assets which need to be protected, in the same way as physical assets. Members of the Company are expected to be aware of the need to protect the Company's intellectual property, and be aware of potential infringement of the Company's intellectual property rights through unauthorised use by personnel, customers, suppliers and competitors. It follows that members of the Company must also respect intellectual property rights of others as unauthorised use of others intellectual property can expose the Company and personnel to legal action, damages and fines.

Members of the Company must not take improper advantage of any information, including confidential and commercially sensitive information and intellectual property, gained in the course of their employment or engagement. This could lead to serious consequences including disciplinary action or termination of your employment or engagement.

If a member of the Company leaves the Company they must not use confidential information and intellectual property obtained during your employment or engagement to advantage your prospective employer or business or disadvantage the Company generally in its dealings with others.

## **7. Employment Practices**

The Company will employ the best available persons with skills required to carry out vacant positions.

The Company will use its best endeavours to ensure a safe work place and maintain proper occupational health and safety practices commensurate with the nature of the Company's business and activities

## **8. Responsibility to the Community**

The Company will recognise, consider and respect environmental issues and other community concerns which arise in relation to the Company's activities and comply with all applicable legal requirements.

## **9. Responsibility to the Individual**

The Company recognises and respects the rights of individuals and will comply with the applicable legal rules regarding privacy, and the use of privileged or confidential information.

## **10. Unacceptable Behaviour**

The Company will not tolerate unacceptable or inappropriate behavior that impacts, or has the potential to impact, adversely on other personnel or the Company.

Unacceptable and Inappropriate behavior includes, but is not limited to, the following:

- (i) abuse, harassment, bullying or victimisation;
- (ii) physical abuse or assault;
- (iii) threatening or intimidating behaviour towards others;
- (iv) not adhering to safety and security procedures or standards;
- (v) breach of relevant laws or regulations;
- (vi) careless behaviour that could endanger the safety of yourself or others;
- (vii) inappropriate use of the Company's assets;
- (viii) using image recording devices, such as cameras, mobile phones, scanners or photocopiers to capture and distribute images of any of the following without authorisation from the Company:
  - private, confidential or copyrighted documents or other material;
  - Company property or facilities that are not accessible to the general public;
  - any person without their express permission;
  - any person, object, act or incident where the image would be considered inappropriate or offensive; and
  - accessing, storing, processing or transmitting any information of a threatening, obscene, pornographic, discriminatory or harassing nature.
- (ix) theft or attempted theft;
- (x) fraud or attempted fraud;
- (xi) failure to disclose a conflict of interest, or potential conflict of interest;
- (xii) activities adversely affecting the Company or its reputation (for example, making unauthorised public statements about the Company or its position in respect of any matter); directly or indirectly engaging in any activity which could by association cause;
- (xiii) unauthorised use or passing of sensitive or confidential information (electronic or hard copies) relating to the Company or its operations to a third party or posting such information in a public domain;
- (xiv) unauthorised use of the Company's name or logo; and
- (xv) failure to comply with any other Company policy or procedure.

## **11. Safe Working Environment**

The Company aims to operate a safe workplace that is free of injuries and achieves zero safety, property or equipment damage or environmental harm.

All personnel are responsible for their own safety and the safety and well being of others around them in the workplace and in the community that may be affected by their activities.

This requires employees to obey all reasonable instructions, work safely, wear protective equipment if required, follow correct procedures when working and report incidents. Work should not be undertaken without a clear understanding of a safe method of work that minimises the risk of injury or illness, plant or equipment damage and environmental harm.

## **12. Obligations Relative to Fair Trading and Dealing**

The Company will deal with others in a way that is fair and will not engage in deceptive practices.

## **13. Financial and other inducements**

It is an offence to bribe a foreign public official under the Criminal Code Act 1995 ("**Code**"). There are potentially serious consequences for breaching the Code including imprisonment. The Code describes a bribe as providing, causing or promising a benefit to another person where that benefit is not legitimately due. The Code makes this provision irrespective of whether the benefit is customary or perceived to be customary or tolerated.

Internationally, various similar legislation enables some other countries to prosecute their own citizens and corporations, as well as other persons within their jurisdiction, for bribery of public officials abroad.

The Company does not countenance the making of payments (including payments in kind such as gifts, favours, etc.) to influence individuals to award business opportunities to the Company or to make business decisions in the Company's favour.

In some countries employees may be asked to make small payments to low-level public officials or government employees which are sometimes called facilitation payments. These payments are sought to expedite or bring about routine services or actions by those individuals. The Company does not support making these payments as a matter of policy, and expects employees and officers to make every effort to avoid them.

Where a payment of this kind cannot be resisted the payment must, at a minimum, be approved by the employee's supervisor and be accounted for clearly and accurately. A record must be kept detailing the value of the benefit, the date on which the conduct occurred, the identity of the foreign public official and particulars of the routine government action that was sought to be expedited or secured.

In addition, the Company must maintain an accurate and auditable record of all financial transactions in accordance with generally accepted accounting principles. This includes maintaining appropriate records of all gifts, entertainment and payments to government

officials, employees and others. Entries should not distort or disguise the true nature of any transaction.

This Code of Conduct does not prohibit any payments, including facilitation payments, where these payments are made in accordance with the Code and this Code of Conduct.

This Code of Conduct also applies to agents and third parties who are employed by the Company to represent its interests.

#### **14. Compliance with the Code of Conduct**

Any breach of compliance with this Code of Conduct is to be reported directly to the Managing Director, Chair or Report and Investigation Officer (if one is appointed), as appropriate. Anyone breaching this Code of Conduct may be subject to disciplinary action, including termination.

#### **15. Periodic Review of Code**

The Company will monitor compliance with this Code of Conduct periodically by liaising with the Board, management and employees especially in relation to any areas of difficulty which arise from this Code of Conduct and any other ideas or suggestions for improvement of it. Suggestions for improvements or amendments to this Code of Conduct can be made at any time by providing a written note to the Managing Director.