

Code of conduct

General principles

When conducting business and dealing with customers, colleagues, workmates, managers, suppliers and other stakeholders, employees are to:

- act with integrity, professionalism and be conscientious in the use of company information, funds, equipment and facilities
- work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence
- avoid real or apparent conflicts of interest – employees must not gain materially or financially unless specifically authorised to do so
- promote the interests of the company
- respect the opinions of others and work collaboratively with others, not competitively
- perform their duties with skill, honesty, care and diligence
- abide by policies and procedures, instructions and lawful directions that relate to their employment and duties
- act within the law
- make decisions in the best interests of the business
- report acts of fraud or policy breaches immediately
- actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict
- act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so
- comply with the spirit as well as the letter of the code of conduct.

Breaches of the code

Employees have a duty to observe the code and ensure that no breaches occur.

Employees have a duty to report known or suspected breaches of the code.

Any employee, who in good faith makes a complaint or disclosure about an alleged breach of the code and follows the complaints/grievance policy, will not be disadvantaged or prejudiced.

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