

## **Employee Code of Conduct**

### **Code introduction**

This Code of Conduct formally sets out the Company's expectations of honesty, integrity and fairness in relation to employee conduct in the workplace and when representing the Company externally.

### **Code objectives**

To provide a practical guide to the conduct and ethical standards expected of any person or entity employed or engaged by the Company.

### **Code application**

This Code applies to all employees of the Company, including directors, contractors, agents, consultants and any person or entity related to or representing the Company in any way. This includes times outside the immediate workplace or working hours, for example at work functions and conferences, after-hours work activities or when serving in the community on the Company's behalf (eg. as a volunteer representing the Company).

### **Code of Conduct**

The Company expects all persons to whom the Code applies to:

- act with honesty and integrity at all times by:
  - carrying out your duties with proper care and attention;
  - dealing fairly with others, including other employees, clients, suppliers, business partners, third parties;
  - being accountable for and transparent about your actions and decisions. This includes notifying your manager as soon as you become aware of any issues arising from such actions and/or decisions;
- respect, maintain and enforce strict security, privacy and confidentiality of information of the Company, staff and all other parties which is obtained through the course of your duties or otherwise, in particular all personal information;
- set a good example of courteous, respectful and helpful behaviour towards others;
- cooperate and work as a team with your colleagues and external parties in the best interests of the Company;
- comply with this Code, Corporate Policies of the Company and laws of Australia and all other countries in which the Company does business, so as not to bring the Company's name and/or reputation into disrepute in any way; and
- report all issues and suspected breaches of the law, this Code or any other Company Corporate Policy as soon as you become aware of them.