

# CODE OF CONDUCT



## COMPLIANCE OBLIGATION

This code applies to all employees, directors, consultants and all other people attending a company site or representing the company. Adherence to this code is expected both in letter and in spirit. Any violation of this code or unethical behaviour which may affect the culture or reputation of the company may result in disciplinary action being taken.

## COMPANY'S EXPECTATIONS OF EMPLOYEES

The company expects you to:

- Be present and focused at work as required
- Maintain agreed standards of performance
- Comply with health and safety policies and procedures
- Comply with all lawful and reasonable instructions
- Maintain set standards of integrity, conduct, and concern for the public interest
- Demonstrate commitment to company vision, values and goals
- Be active in your self-development

## REPORTING OF VIOLATIONS

Employees are expected to report violations of laws, regulations, or this Code of which they become aware.

Similarly, any employee who is unsure as to whether a violation has occurred or who needs guidance as to whether to take a particular action that may be, or may appear to be, a violation, should seek advice and consult with the appropriate contact persons/union representatives.

No individual who reports a violation or potential violation or who cooperates in the investigation of a violation or potential violation will be subject to harassment, discipline, or retaliation as a result of such report.

Violations can be reported through any available channel including union organisations, supervisors and managers, or representatives of HR.

## CONFLICTS OF INTEREST

A conflict of interest exists when a private interest or a personal relationship interferes, appears to interfere or could reasonably be expected to interfere, with you acting in the best interests of the company. Actual, apparent or potential conflicts of interest must be reported to the board, to consider the potential ramifications and actions to be taken. Conflicts of Interest should be avoided if possible.

## CONFIDENTIALITY

In general, all operations activities and business affairs of the company and its business associates are to be kept confidential to the greatest extent possible. Confidential information includes all non-public information and belongs to the company. The confidential information must not be disclosed or discussed without written permission from your respective Executive Team member. These requirements apply both during and after your period of employment.

## REVIEW

The code will be reviewed on an annual basis by the Board.

## VALUES

### ACCOUNTABILITY

We take personal accountability for our words, actions and results

### TEAMWORK

We look after each other and do our best together

### CONSTRUCTIVENESS

We speak and act honestly, respectfully and positively

### CARING

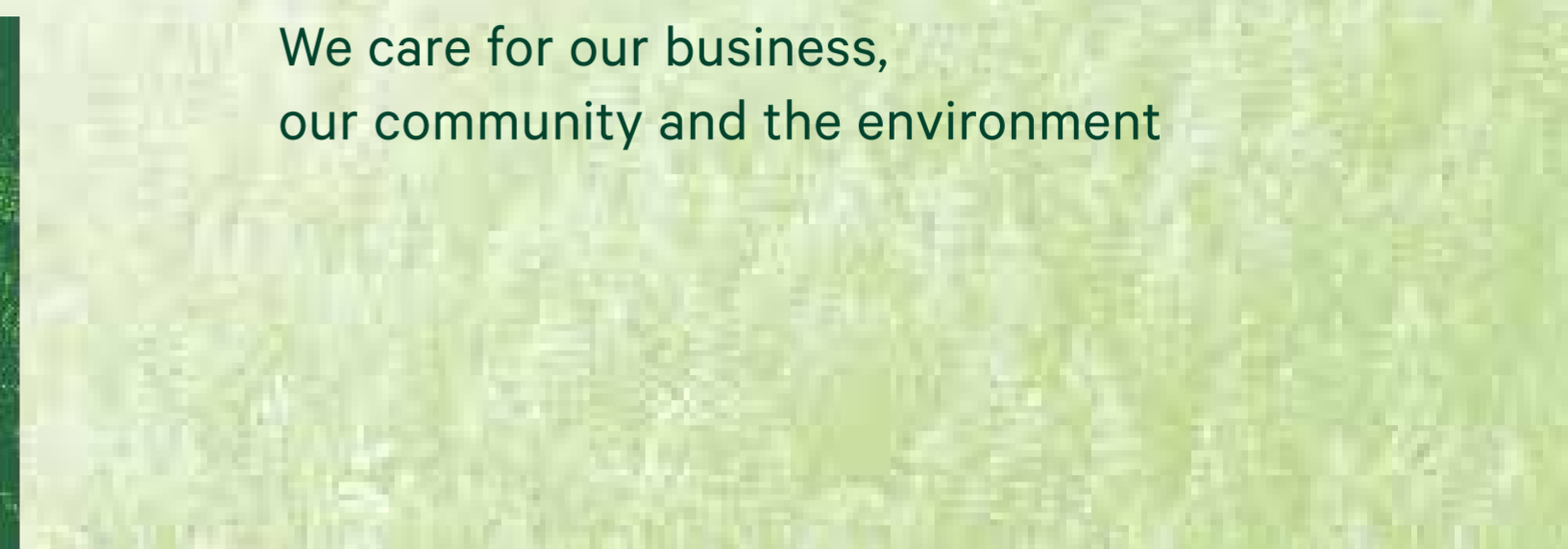
We care for our business, our community and the environment

## EMPLOYEES EXPECTATIONS OF THE COMPANY

The company has an obligation to behave in a fair and reasonable manner towards employees by acting in compliance with its legal commitments. To do this the company will develop and implement people and safety policies.

These include:

- Impartial selection and appointment procedures
- Clear statement of duties and expectations
- Regular and appropriate communication and feedback about work performance
- Fair rates of remuneration for competence, responsibilities and performance
- A safe and healthy workplace and work processes
- Good working conditions including freedom from harassment or discrimination
- Appropriate training and equipment
- Equal employment opportunities
- Opportunities for development



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## COMPETITION AND FAIR DEALING

All company representatives must deal honestly and fairly with all persons and entities with whom the company does business. No unfair advantage can be taken through manipulation, concealment, abuse of privilege, misrepresentation of material facts or any other unfair dealing practice. Business entertainment and gifts may only be used to create and maintain goodwill and sound working relationships, not to gain unfair advantage. All proposed entertainment and gifts to be given or received must be notified to your supervisor.