Code of Conduct

1. Introduction

- **1.1** The Company is committed to promoting good corporate conduct grounded by strong ethics and responsibility.
- **1.2** This Code of Conduct (**Code**) addresses matters relevant to the Company's legal and ethical obligations to its stakeholders. It may be amended from time to time by the Board and will be published on the Company's website.
- **1.3** This Code applies equally to all Directors, officers, employees, contractors and consultants (collectively called **Staff**) of the Company and its related entities. It forms part of the Company's corporate policies and procedures and is available to all staff.
- **1.4** This Code is also underpinned by the Company's values, as set out in its Statement of Values (**Values**) approved by the Board, which is available on its website.

2. Purpose

- **2.1** The Code is intended to assist as a guide to promote lawful and ethical behaviour throughout the Company and to encourage Staff to act honestly, in good faith and in the best interests of the Company at all times. It is also intended to provide a statement of the Values to anyone dealing with the Company.
- **2.2** All stakeholders are entitled to expect the highest professional standards from Staff of the Company. Sound ethical practices will contribute to enhancing the Company's reputation and ensure a sustainable business into the future.
- **2.3** Compliance with this Code and the Company's other policies will also ensure compliance with the *Corporations Act 2001* (Cth) (**Corporations Act**) and will contribute to the good corporate governance of the Company.

3. Compliance with duties and laws

3.1 Staff must:

- (a) exercise due care, skill and diligence in the performance of their respective duties and roles;
- (b) comply with and observe all laws and regulations that apply to the Company in the countries in which it operates;
- (c) respect the customs and business practices of the countries in which the Company operates without compromising the Code principles; and
- (d) be familiar with and comply with all policies and procedures of the Company.

3.2 All Directors will undertake diligent analysis of all proposals placed before the Board, demonstrate commercial reasonableness in decision-making and will act with a level of skill expected from Directors and key executives of a publicly-listed company.

4. Requirement to act honestly and ethically

4.1 Staff must:

- (a) conduct themselves with the highest standards of honesty, responsibility and personal integrity;
- (b) act fairly and impartially in all dealings;
- (c) comply with the ethical and technical requirements of relevant regulatory and professional bodies;
- (d) act in a manner that is not fraudulent, dishonest or corrupt and not encourage or promote such behaviour in others with whom they are dealing; and
- (e) not knowingly participate in any illegal or unethical behaviour.

5. Requirement to act in the Company's best interests

- **5.1** Staff must at all times:
 - (a) act in the best interests of the Company and in accordance with its Values;
 - (b) not enter into any arrangement or participate in any activity that would conflict with the Company's best interests or that would be likely to negatively affect the Company's reputation or to bring discredit upon the Company; and
 - (c) not make improper use of their position within, or in relation to, the Company, including by:
 - (i) taking improper advantage of their position or opportunities arising from their position for potential gain;
 - (ii) using property or information of the Company or its stakeholders for personal gain or to cause detriment to the Company or its stakeholders; or
 - (iii) the soliciting or receiving of benefits from third parties for personal advantage or material gain.
- **5.2** In particular, Directors must discharge their duties at the highest levels of honesty and integrity, acting in good faith and in the best interests of the whole Company, having regard to their position, and the organisation's goals and objectives. This entails taking personal responsibility for all issues over which they have control, and for reporting any observed breaches of laws or regulations. It also requires that the Directors do not act in ways which would lead others to question their commitment to the Company.

6. Conflicts of interest – general

6.1 Staff must ensure that they are not in a position where their personal interests are or could be in conflict with the interests of the Company. Potential for conflict arises when it is likely that a Staff member could be influenced, or perceived to be influenced, by a personal interest when carrying out their duties. Conflicts of interest that lead to biased decision-making may constitute corrupt conduct.

- 6.2 Some situations that may give rise to a conflict of interest include where the Staff member has:
 - (a) financial interests in a matter the Company deals with or the Staff member is aware that his or her friends or relatives have a financial interest in the matter;
 - (b) directorships/management of outside organisations;
 - (c) membership of boards of outside organisations;
 - (d) personal relationships with people the Company is dealing with which go beyond the level of a professional working relationship;
 - (e) secondary employment, business, commercial, or other activities outside of the workplace which impact on the Staff member's duty and obligations to the Company;
 - (f) access to information or property that can be used for personal gain; and
 - (g) offer of an inducement.
- **6.3** The Staff member may often be the only person aware of the potential for conflict. It is the responsibility of Staff members to avoid any conflict from arising that could compromise their ability to perform their duties impartially.
- **6.4** In the event that a member of Staff has or becomes aware of an actual or perceived conflict between personal interests and the interests of the Company, the Staff member must immediately notify the Company Secretary. This is also the case where a member of Staff is uncertain whether a conflict exists.
- **6.5** All Staff must comply with the Company's Anti-Bribery and Corruption Policy, which is available on the Company's website.

7. Conflicts of interest – Board

- **7.1** All Directors have an obligation to be independent in judgment and actions and as Directors will take all reasonable steps to be satisfied as to the soundness of all decisions of the Board.
- **7.2** All Directors are required by the Company to avoid any action, position or interest that may conflict with an interest of the Company, or its stakeholders, and to the extent this is unavailable, steps must be taken by each Director to eliminate or manage such conflict and the interest should be declared.
- **7.3** Section 191 of the Corporations Act provides that Directors must disclose the nature and extent of actual or potential conflicts that may or might reasonably be thought to exist between the interests of the Director and the interests of the Company, to the Board. Whether an interest is material or not is covered by the materiality threshold set by the Board.
- 7.4 Section 192 of the Corporations Act permits the Director to give standing notice of interest.
- **7.5** Directors will provide the following information as at the date they become a Director:
 - (a) Details of any direct or indirect contract with any material supplier or contractor of the Company; and
 - (b) Details of any interest and any business, contractual or other relationship which could, or could reasonably be perceived to, materially interfere with the Director's ability to act in the Company's best interest.

- **7.6** The Director must provide details of any changes to the initial disclosure given as soon as reasonably possible after the date of the change and in any event no later than three business days after the change.
- 7.7 The declaration of interests form must be updated annually at a minimum.
- **7.8** Where a Director has any direct or indirect pecuniary interest in a contract made by, or being considered by, the Company:
 - (a) The Director shall disclose the nature and extent of that interest to the Board as soon as they become aware of the interest.
 - (b) Every disclosure made in accordance shall be recorded in the minutes of the relevant meeting.
 - (c) Where a Director makes a disclosure of a pecuniary interest that Director shall not take part in any deliberations or decision of the Committees with respect to that contract.
- **7.9** The following steps apply to the extent that the Director has any other interest or relationship which may conflict with the interests of the Company but is not a pecuniary interest (either direct or indirect).
 - (a) Where a Director has any interest or relationship (either personal or professional) which may conflict with the interest of the Company but is not a pecuniary interest, the Director shall disclose the nature and extent of the interest to the Board to the extent that the interest is relevant to a matter being considered by the Board, as soon as they become aware of the potential for conflict.
 - (b) Every disclosure made under paragraph (a) shall be recorded in the minutes of the relevant meeting.
 - (c) Where a Director makes a disclosure under paragraph (a), the Board shall consider all of the circumstances and determine whether the Director should be allowed to participate in deliberations, and vote on, the relevant matter. The outcome of all deliberations shall be recorded in the minutes of the relevant meeting.
- **7.10** Directors shall declare any gifts or hospitality received in connection with their role in the Company.
- **7.11** The Board can request a Director to take reasonable steps to remove the conflict of interest. If a Director cannot or is unwilling to remove a conflict of interest then the Director must absent himself or herself from the room when discussion and voting occur on matters to which the conflict relates. The entry and exit of the Director concerned will be minuted by the Company Secretary. Directors are not required to absent themselves when either:
 - (a) the conflict of interest relates to an interest common to all Company members; or
 - (b) the Board passes a resolution that identifies the Director, the nature and extent of the Director's interest and clearly states that the other Directors are satisfied that the interest should not disqualify the Director concerned from discussion and/or voting on the matter.

8. Confidentiality and Inside Information

8.1 Staff who are in possession of commercially sensitive or otherwise confidential information regarding the Company must not disseminate it to colleagues unnecessarily, and must not disclose the information to third parties.

8.2 All individuals are prohibited by law from trading in the Company's securities if they possess inside information not released to the ASX. Staff must comply with the Company's Securities Trading Policy and Continuous Disclosure Policy (available on the Company's website).

9. Intellectual Property/Copyright

- **9.1** Intellectual property includes the rights relating to scientific discoveries, industrial designs, trademarks, service marks, commercial names ad designations, and inventions and is valuable to the Company.
- **9.2** The Company is the owner of intellectual property created by employees in the course of their employment unless a specific prior agreement has been made. Employees must obtain written permission to use any such intellectual property from the Board before making any use of that property for purposes other than as required in their role as employee.

10. Gifts, entertainment and benefits

10.1 Staff have a responsibility to help detect, prevent and report instances of bribery and corruption as well as any other suspicious activity or wrongdoing in connection with the Company's business. The Company's Anti-Bribery and Corruption Policy outlines the nature, content and scope of that responsibility and explains the Company's requirements regarding the management of gifts and benefits.

11. Use of Company assets

- **11.1** The Company's assets are critical to its business and future success. The Company's assets can include, for example, office and plant equipment. Employees cannot make personal use of assets without permission.
- **11.2** There will be no unreasonable expenditure on benefits such as gifts or entertainment for employees or outside parties.

12. Standards of behaviour

- **12.1** The Company is an equal opportunity employer and discrimination or harassment of any kind will not be tolerated. Such discrimination or harassment may constitute an offence under legislation and will be regarded by the Company as serious misconduct which may lead to disciplinary action and/or dismissal.
- **12.2** The Company is committed to providing a work environment in which every Staff member is treated fairly and with respect.
- **12.3** The Company is committed to developing, maintaining and supporting a diverse workforce. Diversity may result from a range of factors including gender, age, race, family responsibilities, religion, cultural heritage, lifestyle, education, physical ability, sexual orientation, socio-economic background or other factors.
- **12.4** Staff must maintain the highest levels of professional conduct in their interactions with each other and with stakeholders and in representing the Company and must ensure a standard of behaviour consistent with these principles.

13. Competition

The Company competes fairly in the situations and markets in which it operates. It does not use coercive or misleading practices. Furthermore, the Company does not falsify or wrongly withhold information.

14. Environment, health and safety

- **14.1** The Company must take into account the impact of environmental and health and safety issues when making business decisions and, in particular, in complying with local laws.
- **14.2** The Company will ensure a safe work place and maintain proper occupational health and safety practices commensurate with the nature of the Company's business and activities.

15. Breach of the Code

- **15.1** Staff are under an obligation to ensure that this Code is not breached. Should a Staff member notice any violations of this Code, he or she must notify the Company Secretary. If the Company Secretary is not available, breaches must be reported to the Chairman of the Company.
- **15.2** The Directors must ensure that reporting of any breaches of this Code undergoes thorough investigation and that appropriate actions is taken by the Company. Any alleged breach of the Code will be dealt with promptly and in fairness and, where appropriate, in accordance with the Company's Whistleblower Policy.
- **15.3** The Directors must ensure that any Staff member reporting any alleged breach of this Code will not be disadvantaged in any way, in accordance with the Company's Whistleblower Policy. Staff must not use the reporting mechanism maliciously or mischievously.

16. Questions

- **16.1** All questions arising from this Code should be directed to the Company Secretary.
- **16.2** To ensure the effectiveness of this Code, the Company will provide training to Staff as to their obligations under this Code, as and when deemed necessary by the Company.

17. Review

This Code will be formally reviewed by the Board each year to ensure that it is operating effectively and to consider whether any changes are required.