

MINPROVISE CODE OF CONDUCT

Minprovis International Pty Ltd (**Minprovis** or the **Company**) is committed to best business practices, and conducting itself with integrity, honesty, and fairness. The Company expects that its employees will always display the highest standards of professional and personal conduct in serving the needs of the Company, clients and other stakeholders.

All employees are responsible for their personal and professional conduct, including:

- Treating everyone (including other employees, clients, client employees, workplace participants and members of the public) with courtesy, respect, kindness, consideration, and sensitivity.
- Maintaining a safe and healthy work environment.
- Behaving and conducting themselves in a way that does not reflect adversely on the reputation of Minprovis.
- Ensure work practices are conducted lawfully and in line with federal and state law.
- Maintaining and using company and client property with appropriate care and skill.
- Behaving and conducting themselves in a way that does not breach the delegation of power.
- Avoiding placing themselves in a real or potential conflict of interest and declaring any conflicts of interest in a timely manner.
- Not attempt to seek, accept, or share any bribe, commission, or fee in connection with a sale, purchase or other transaction that arises during business with Minprovis.
- Respect everyone's rights to privacy and keep personal information in confidence.
- Seek advice from Management or HR where a colleague's behaviour is perceived to be in breach of the Code, and report any suspected corrupt, criminal, or unethical conduct to Management or HR.

Minprovis will take all reported breaches of the Code of Conduct seriously, and will:

- Make the appropriate enquiries into all reported matters in a prompt and timely manner.
- Maintain confidentiality as required in the circumstances.
- Seek to appropriately protect any person/s who report a serious matter from reprisal.

The Company treats breaches of this Code of Conduct seriously. All employees must comply with this Code of Conduct and report any breaches or concerns regarding a potential breach to their Manager or HR.

Employees whose conduct falls below the standards outlined in the Code will be counselled accordingly and/or disciplined in accordance with procedures which may include termination of employment.



Tony Sutton

General Manager

14 July 2022

Next Revision Date: 14 July 2024