

# Anti-Bribery and Corruption Policy

## MMS - Mondium Management System

Document Number: MMS-GOV-POL-008

Rev: 0

0	31/03/2021	Original issue	Julie Lepp	Andrew Carnie
Rev	Date	Description of revision	By	Approved

## **Contents**

---

<b>1.0</b>	<b>Purpose</b>	<b>1</b>
<b>2.0</b>	<b>Scope</b>	<b>1</b>
<b>3.0</b>	<b>Roles and Responsibilities</b>	<b>1</b>
<b>4.0</b>	<b>Definitions</b>	<b>1</b>
<b>5.0</b>	<b>Referenced Documents</b>	<b>1</b>
<b>6.0</b>	<b>Policy</b>	<b>2</b>
6.1	Reporting bribery and corruption	2
6.2	Compliance with laws and regulations	2
6.3	Conflicts of interest	2
6.4	Gifts, entertainment and hospitality	2
6.5	Dealings with third parties	2
6.6	Sponsorships and donations	3
6.7	Policy Review	3

## **Tables**

---

## **Figures**

---

## **Appendices**

---

## 1.0 Purpose

The purpose of this policy is to establish controls to ensure compliance with all applicable anti-bribery and corruption regulations, and to ensure that Mondium’s business is conducted in a socially responsible manner.

## 2.0 Scope

This document applies to all sites, employees and activities of Mondium (herein referred to as The Company). For the purposes of this policy, the term ‘employees’ includes contractors and representatives whose terms of engagement require compliance with the Code of Conduct.

## 3.0 Roles and Responsibilities

Role	Responsibility
All employees	To adhere to the requirements of this policy.

## 4.0 Definitions

Term	Definition
Company	This document applies to all sites, employees and activities of Mondium Pty Ltd (herein referred to as The Company).
Bribery	The offer, payment, provision or receipt of an advantage to improperly secure the performance or non-performance of any function or duty in both the public and private sectors. The advantage may be financial or non-financial. The offer of the bribe may be direct or indirect.
Corruption	The abuse of a position of employment, authority or trust for gain.

## 5.0 Referenced Documents

Document Number	Document Title
MMS-HRM-POL-003	Code of Conduct
MMS-GOV-POL-010	Integrity and Whistleblower Policy

## 6.0 Policy

The Company does not permit any form of bribery and corruption and applies a 'zero tolerance' to any form of bribery and corruption in the conduct of its activities. No employee will suffer adverse consequences for refusing to participate in an act of bribery or corruption, or for reporting, in good faith, suspected instances of bribery or corruption.

The Company Values form the foundation of a way of life that stands the Company apart from all others. They represent what the Company stands for and provide a basis for appropriate standards of behaviour.

We are committed to ensuring that the decisions and actions taken by our employees and contractors reflect the highest standards of integrity as outlined in our Code of Conduct.

### 6.1 Reporting bribery and corruption

Employees must immediately report any actual or suspected instances of bribery or corruption in accordance with the Company's Integrity and Whistleblower Policy, so that appropriate action can be taken by the Company.

### 6.2 Compliance with laws and regulations

The Company is committed to ensuring compliance with all applicable national and international trade laws, regulations and restrictions when transferring materials, services and funds internationally.

Employees must ensure that they avoid reaching any agreement, or exchanging any competitively sensitive information, whether directly or indirectly, or any other action, which could imply unlawful coordination when dealing with competitors, customers, suppliers, joint venture partners and other third parties.

Serious criminal and civil penalties may be incurred where laws and regulations are not complied with and breaches may damage the Company's reputation and standing in the community.

### 6.3 Conflicts of interest

Employees must avoid conflicts between their personal interests and any business decision that they are involved in on behalf of the Company. Employees must not be involved in any conduct or activity that may compromise their ability to make impartial business decisions.

### 6.4 Gifts, entertainment and hospitality

The giving and receiving of gifts, entertainment or hospitality may create a risk of bribery and corruption and must never unduly influence business decision making or bring disrepute to those involved. Employees are required to abide by the disclosure and reporting guidelines detailed in the Company's Code of Conduct.

### 6.5 Dealings with third parties

The Company recognises that through their actions, subcontractors, suppliers, business partners and other third parties (parties) can directly impact the financial performance and profitability of the Company as well as its reputation. As such, the Company seeks relationships with external parties that share the Company's commitment to lawful business practice conducted to a high standard of ethical behaviour and conduct.

To ensure that these standards are met, employees are expected to carry out necessary checks to ensure that:

- The external party is reputable, competent and qualified to do the work
- The compensation that is being sought reflects a fair value for the services and goods provided
- The proposed arrangement complies with all applicable laws
- There is no conflict of interest that would make the engagement of the party inappropriate
- The party understands the Company's expectations, its Code of Conduct, and is contractually bound to meet standards consistent with the Code of Conduct.

## **6.6 Sponsorships and donations**

The Company has a framework to guide our business in supporting donations and sponsorships which are aligned with our business values, ensure mutual benefit and are legal, ethical and further the interests of the Company.

## **6.7 Policy Review**

This policy will be periodically reviewed to ensure that it is operating effectively and to determine whether any changes are required.