

Code of Conduct

Mondium Management System

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Contents

1.0	Purpose	3
2.0	Scope	3
3.0	Roles and Responsibilities	3
4.0	Definitions	3
5.0	Referenced Documents	3
6.0	Introduction	4
7.0	Consequence of Breaching the Code	5
8.0	Dealing with the 'Grey' Issues	5
9.0	Company Policies	6
9.1	Health and Safety	6
9.2	Equality in Employment	6
9.3	Acceptable Workplace Behaviour	6
9.4	Human Rights	6
9.5	Personal Information and Privacy	7
9.6	Release of Information into the Public Domain	7
9.7	Recruitment and Supervision of Related or Associated Persons	7
9.8	Using the Company Resources Responsibly	7
10.0	Anti-Bribery and Corruption	7
10.1	Gifts and Hospitality	8
10.2	Engaging Subcontractors, Suppliers, Business Partners, and Other Third Parties	8
10.3	Sponsorship and Donations	8
11.0	Trade Controls	9
11.1	Sanctions and trade laws	9
11.2	Anti-Competitive Behaviour	9
12.0	Customer Service	9
13.0	Government Relations	9
14.0	Conflict of Interest	9
15.0	Record Keeping and Financial Controls	10
16.0	Confidentiality	10
17.0	Intellectual Property	10
18.0	Reputation	10
19.0	Complaints Procedure and Breaches	10
19.1	Reports in respect of misconduct or an improper state of affairs in respect of Company	10
19.2	Reports in respect of other matters	11
19.3	Company response	11

1.0 Purpose

Our 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.

This Code of Conduct is underpinned by the Company’s values and provides guidance on the expected behaviour of all employees. It is not intended to cover all possible circumstances that may arise during day-to-day business activities, but rather it provides a framework which can be applied to issues and circumstances so that decisions can be made which are aligned with the Company Values.

The purpose of this document is to communicate the Company’s commitment to the expected standards of behaviour and conduct, key contributors in building and sustaining a safe and respectful workplace.

2.0 Scope

Unless otherwise stated this policy applies to all employees employed by the Company. For this policy employees include contractor’s representatives whose terms of engagement require compliance with our Code of Conduct.

This Policy extends to workplace behaviour across our entire work environment including but not limited to our offices, our operations, camps, travel, other workplaces attended in connection with work, and out or work where the circumstances of the event can be connected to representing the Company.

3.0 Roles and Responsibilities

Role	Responsibility
Employee	All employees have a responsibility to adhere to the policies and procedures outlined in this policy.

4.0 Definitions

Term	Definition
Company	Mondium Pty Ltd

5.0 Referenced Documents

Document Number	Document Title
MMS-GOV-POL-008	Anti-Bribery and Corruption Policy
MMS-GOV-POL-009	Human Rights Policy
MMS-GOV-POL-010	Whistleblower Policy
MMS-HSE-POL-001	Health and Safety Policy
MMS-HRM-POL-001	Diversity Policy

Document Number	Document Title
MMS-HRM-POL-005	Acceptable Workplace Behaviour Policy
MMS-HRM-POL-010	Privacy Policy
MMS-HRM-POL-004	Grievance Resolution Policy
MMS-HRM-PRC-006	Counselling and Disciplinary Policy
MMS-ICT-GUD-001	IT Acceptable Use Guideline

6.0 Introduction

The Company is committed to a Code of Conduct that provides guidance to employees, so that decisions and actions taken reflect the highest standards of workplace behaviour and conduct when representing the Company.

The Code of Conduct is underpinned by our Values. The Mondium Values represent what the Company stands for and provide a basis for appropriate standards of behaviour.

As a values-driven organisation, the Company expects all employees to go beyond simply complying with minimum standards of workplace behaviour and conduct. The goal is to make every decision and every action something that everyone at the Company can be proud of.

The Company Values are:



RESPECT

We respect our fellow co-workers and peers, our clients and their values, and the laws, culture and values of the countries and regions in which we execute projects.



SAFETY & WELLBEING

Safety is an integral part of how we work. We show concern and actively care for others and we never compromise the safety of our employees, our clients or the public.



INTEGRITY

We are honest, ethical and responsible in our dealings with our stakeholders. Our actions are based on our values and our commitment to do the right thing.



EXCELLENCE

We strive for excellence through sincere effort, intelligent direction, innovation, skilful execution, or vision to see obstacles as opportunities and our passion to see our clients achieve success.



TEAMWORK

We work as a team in a cooperative, supportive and friendly environment. We encourage collaboration, celebrate success and build and nurture long term relationships.



LOYALTY

We develop long term relationships by earning the respect, trust and support of our clients, business partners and each other. We are dependable, take ownership and work as if the company is our own.

The Code of Conduct is not intended to cover all possible circumstances that may arise during day-to-day business activities, but rather it provides a framework which can be applied to issues and circumstances so that decisions can be made which are aligned with the Company Values.

In circumstances where there may not appear to be a clear right or wrong answer or decision, reference should be made to the Code of Conduct for guidance. It is intended to help by:

- Setting out the Company's expectations on appropriate responses and decisions;
- Providing clear principles to assist in the making of good decisions; and
- Providing advice about where to get help when employees are:
 - unsure of the right action to take;
 - concerned about a course of action that may not be appropriate; or
 - concerned about the behaviour of others.

If an employee is in doubt as to the proper course of action in any situation, then they should seek guidance from their manager or a member of the Human Resources or Industrial Relations (HR/IR) team.

It is very important that every employee who performs work for the Company acknowledges, understands, and agrees to comply with this Code of Conduct. Employees will be required to periodically sign an acknowledgement that they agree to abide by the Code of Conduct as a condition of their employment at the Company.

The Code of Conduct complements the Mondium Management System (MMS), which is an overarching framework that defines the principles and rules together with the associated policies, procedures, and guidelines that apply at the Company.

Managers are required to take all reasonable steps to ensure that all employees are responsible for compliance with the Code of Conduct at all times

7.0 Consequence of Breaching the Code

The Company takes its commitment to the Values and the Code of Conduct very seriously. Breaches of the Code of Conduct may lead to disciplinary action such as counselling through to dismissal or the termination of contracts. In addition, if an employee commits an unlawful offence they may, as a result become liable for criminal and/or civil penalties.

8.0 Dealing with the 'Grey' Issues

If employees are confronted with a situation or an issue and are unsure of its appropriateness, they should ask themselves these questions:

- Does it fit with our Company Values?
- Is it lawful and in-line with our expected standards of workplace behaviour?
- Would this be supported by my family or work colleagues?
- Would I be happy if I were treated this way?
- Would I be comfortable if my actions or the consequences of my actions were reported in the media today, or in the future?
- Does the behaviour fit with our Company's Health, Safety and Environmental standards?

If the answer to any of these questions is 'no', or there is doubt, then employees may be confronting a situation or considering behaviours that may be unacceptable, unlawful and in breach of the Code of Conduct. Employees should seek further advice or guidance from their manager or the HR/IR representative.

The laws that govern the countries in which we operate are often complex, however, ignorance does not excuse anyone from the obligation to comply. In situations where there is a difference between the law of the country and the Company Code of Conduct, the higher of the requirements must be adhered to. Employees should seek assistance from their manager or a member of the human resources team if in doubt about legal and Code of Conduct requirements in this context.

9.0 Company Policies

9.1 Health and Safety

The Company is committed to *The Safe Way is the Only Way* for all people that are associated with its activities and to the minimisation of disruption and damage to the environment. All employees are expected to perform their work in a safe, inclusive, and respectful manner, free from the influences of alcohol, illegal drugs, and the misuse of legal drugs. All employees are required to present to work in a fit-for-work state, consistent with the objective of *The Safe Way is the Only Way*. Employees suffering from conditions such as fatigue, illness, and stress, or have a psychological condition which may affect their safe performance of duties, should seek guidance from their manager prior to the commencement of work.

The Company expects all employees to adhere to applicable environmental laws and regulations. The Company takes its obligations to the community, shareholders and associates seriously and strives to protect and preserve the environments in which it operates. Employees who are uncertain of their responsibilities or obligations are required to check with their managers, the Health, Safety and Environment representative or the HR/IR representative for guidance.

For further information, please refer to the *MMS-HSE-POL-001 Health and Safety Policy*.

9.2 Equality in Employment

The Company is committed to ensuring that every employee is treated fairly and with respect and that our working environment is free from all forms of unlawful discrimination. All employees will be treated equally regardless of certain attributes including, but not limited to, race, gender, sexual orientation, family status, pregnancy, family responsibilities, impairment, political or religious conviction, age, or gender identity.

Equal employment opportunity encourages the best use of skills and experience of all employees. It enables the best person to be chosen for each available position.

For further information, please refer to the *MMS-HRM-POL-002 Equal Employment Opportunity Policy*.

9.3 Acceptable Workplace Behaviour

The Company is committed to protecting employees from all forms of unacceptable workplace behaviour including harassment, sexual harassment, bullying, intimidation, discrimination, abuse or any acts or threats of violence or assault in our workplaces.

For further information, please refer to the *MMS-HRM-POL-005 Acceptable Workplace Behaviour Policy*.

9.4 Human Rights

The Company respects the human rights of every person involved in its operations, supply chain and the communities in which it operates. The Company operates in accordance with the United Nations Universal Declaration of Human Rights and the UN Guiding Principles on Business and Human Rights. The Company

does not accept any form of modern slavery in the conduct of its own operations and in its supply chain and is committed to ensuring that all workers are treated fairly, ethically and with respect.

For further information, please refer to the *MMS-GOV-POL-009 Human Rights Policy*.

9.5 Personal Information and Privacy

The Company respects the privacy and confidentiality of all employees and will only collect and retain information that is permitted by law and necessary for business requirements. Any personal information that is obtained will be used for its primary purpose and in accordance with the Company's *MMS-HRM-POL- 010 Privacy Policy*.

9.6 Release of Information into the Public Domain

Only those employees specifically authorised to release Company information can do so. Those authorised to release the information must ensure that the information is factually correct and meets the Company's legal obligations.

9.7 Recruitment and Supervision of Related or Associated Persons

The Company requires that all decisions relating to the recruitment and supervision of employees are based solely on merit.

In order to avoid any actual or apparent conflicts of interest in the company's personnel practices, the Company requires that any employee who has a pre-existing relationship with a current or potentially new employee which may or may be perceived to affect the independence of their decision making, is not involved in either the recruitment or direct supervision of that person (e.g., friend or relative). This may include indirect supervision depending on the circumstances.

Where there is an unavoidable actual, perceived, or potential conflict in this context the employee must disclose it to their manager, so that it can be properly managed, this may include speaking with the HR/IR Representative.

9.8 Using the Company Resources Responsibly

The Company's assets should be used for the benefit of the Company in the conduct of its business. Every employee who has control of, or access to, the Company funds, assets, equipment, property, or goods will be held accountable for them. This means that all employees have a responsibility to safeguard and use the Company property properly.

The Company does not allow employees to use company equipment for non-business-related purposes, apart from in exceptional circumstances, and then only with the prior written approval of the Chief Executive Officer.

For IT related matters refer to *MMS-ICT-GUD-001 IT Acceptable Use Guideline*.

10.0 Anti-Bribery and Corruption

The Company does not permit any form of bribery and corruption. The Company applies a 'zero tolerance' approach to any form of bribery and corruption in the conduct of its activities.

Bribery is 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 is the abuse of a position of employment, authority, or trust for gain.

Employees must immediately report any actual or suspected instances of bribery or corruption in accordance with the *MMS-GOV-POL-010 Integrity and Whistleblower Policy*, so that appropriate action can be taken by the Company. 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.

For further information, please refer below and to the *MMS-GOV-POL-008 Anti-Bribery and Corruption Policy*.

10.1 Gifts and Hospitality

Gifts and hospitality are a legitimate part of the business development process and the maintenance of customer relationships. However, the giving and receiving of gifts or hospitality may create a risk of bribery and corruption and must never unduly influence business decision making or bring disrepute to those involved.

All provision or receipt of gifts, prizes or hospitality must:

- comply with applicable laws,
- be of modest value (generally less than \$250 per individual) and infrequent in provision or receipt,
- be disclosed to the employee's line manager,
- only be provided or received for legitimate business purposes and not to receive any improper advantage.

Any offer of travel must be referred to and authorised by the Chief Executive Officer. All gifts and hospitality more than \$100 received by an employee must be recorded on the Company Gift Registry.

10.2 Engaging Subcontractors, Suppliers, Business Partners, and Other 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. The Company aims to build working relationships with parties that share the Company's commitment to business practices that are conducted to a high standard of conduct, are ethical and lawful.

To ensure that these standards are achieved employees engaging with our business partners and other parties are required to be diligent and ensure that:

- The party is reputable, competent, and qualified to do the work
- The compensation that is being sought reflects a fair value for the services and good 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, this Code of Conduct or the Supplier Code of Conduct and is contractually bound to meet standards consistent with this Codes of Conduct, where possible.

For further information, please refer to *MMS-GOV-POL-011 Supplier Code of Conduct*.

10.3 Sponsorship and Donations

The Company is committed to conducting itself as a good corporate and community citizen, which includes considerations for how we make donations and participate in sponsorships. 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. The provisions of sponsorships and donations must be approved and recorded in accordance with Company procedure

11.0 Trade Controls

11.1 Sanctions and trade laws

Australia implements united nations Security Council (UNSC) sanctions and Australian autonomous sanctions regimes. Overseas countries may also apply additional laws and regulations that govern the movement of goods, services, and ideas across national borders. The Company complies with all applicable national and international trade laws, regulations, and restrictions. All employees involved in the movement of assets or the provision of services across international boundaries must ensure they are aware of and comply with the applicable laws.

If an employee is uncertain of the laws and regulations with which they must comply, they should refer all queries to the Chief Executive Officer.

11.2 Anti-Competitive Behaviour

The Company is committed to ensuring it complies fully with competition laws. 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.

12.0 Customer Service

The Company values its customers and is committed to establishing long term relationships by adding value to their business and being responsive and empathetic to their needs. The Company puts this into practice through its actions and dealings and takes pride in the statement “We deliver what we promise”. All employees are required to undertake all duties for clients with care and diligence and ensure that all dealings are ethical and lawful.

13.0 Government Relations

The Company respects the authority of the governments in the jurisdictions in which it operates. When dealing with state, federal, and international government and government authorities, employees must maintain honest relationships in their dealings, ensure that all information that is provided is accurate and appropriate for purpose, and that all representations made comply with all applicable laws and regulations.

The Company does not make direct monetary or non-monetary contributions to any political party, politician, elected official or candidate for public office of any country. This includes the provision of company equipment or premises, and the provision of Company employees to work for a party or candidate.

The Company respects the rights of employees to participate as individuals in their own right, but such participation shall be done in a manner that is not representative of the Company.

14.0 Conflict of Interest

Employees must avoid actual, perceived, or potential conflicts of interest between their personal interests and any business interests or decisions. Employees must not be involved in any conduct, decision or activity that may compromise their independence when representing the Company.

All employees must avoid actual, perceived, or potential conflicts of interest. If an unavoidable actual, perceived, or potential conflict arises, the employee must disclose it to their manager as soon as possible, so that it can be properly managed, this may include speaking with the HR/IR Representative.

Employees are not permitted to pursue business interests outside of their employment contract with the Company. Where an employee has circumstances where they may wish to pursue a business interest outside of the Company, the employee must not do so without the Company's written consent from the Chief Executive Officer.

15.0 Record Keeping and Financial Controls

The Company requires honest, accurate and timely recording and reporting of information in order to make responsible business decisions. All employees are required to assist in these processes.

All business taxation, accounting, insurance, financial, treasury and legal matters must be documented and recorded accurately in a timely manner. The Company is dedicated to collecting this information in an efficient, value-adding manner which ensures compliance with legislation and which will ensure that sound business decisions are made.

16.0 Confidentiality

Employees must maintain the confidentiality of information entrusted to them by the Company, its customers, and suppliers, except when disclosure is authorised in writing by the Company's Legal Counsel, Chief Executive Officer or required by laws and regulations. This includes all non-public information that, if disclosed, through any means, might be of use to competitors or harmful to the Company, its customers, or suppliers. It also includes information that suppliers, clients or other employees have entrusted to the Company.

17.0 Intellectual Property

The Company owns the Intellectual Property (IP) rights to anything employees create or develop during their employment. The Company is entitled to the exclusive benefit of the works created by employees and may require that moral rights to those works be waived.

18.0 Reputation

It is expected that all employees will be loyal to the Company in all aspects of their business dealings, will continually enhance and protect the Company's reputation inside and outside the Company and will not do or communicate anything, through any means, which may cause the Company public embarrassment or bring it into disrepute.

19.0 Complaints Procedure and Breaches

If an employee identifies a potential breach of this Code of Conduct, including a complaint made by a third party, they must immediately report such a breach to their supervisor or a more senior line manager.

19.1 Reports in respect of misconduct or an improper state of affairs in respect of Company

Any matter which involves misconduct (such as fraud, negligence, default, breach of trust or breach of duty) or an improper state of affairs in respect of the Company or which is a matter to which the whistleblower

protection applies under legislation should be reported in accordance with the *MMS-GOV-POL-010 Whistleblower Policy*.

Reports of misconduct may also be reported consistent with the *MMS-HRM-POL-005 Acceptable Workplace Behaviour Policy*.

19.2 Reports in respect of other matters

Other matters should be reported by an employee to their supervisor or more senior line manager. If an employee is not comfortable discussing a potential breach with their direct supervisor or a more senior line manager, the employee must immediately discuss the issue with their HR/IR representative who will treat the matter confidentially and initiate appropriate actions. If an employee has a valid and reasonable concern and believes that discussing the issue with their HR/IR representative is not appropriate, the issue may be escalated directly to the Chief Executive Officer.

For further information on reporting other matters consult the *MMS-HRM-POL-005 Acceptable Workplace Behaviour* or the *MMS-HRM-POL-004 Grievance Resolution Policy*.

If an employee has a valid and reasonable concern and ultimately does not believe it appropriate to discuss the issue with a Company representative, they may report the issue or seek further advice by using the Company Integrity Hotline. For further information, consult the *MMS-GOV-POL-010 Whistleblower Policy*.

19.3 Company response

The Company will address any grievance, issue, or concern in a sensitive, fair, timely and confidential manner.

Breaches of this Code of Conduct are considered serious. Employees are assured that no retribution including victimisation or reprisal against an employee speaking up by raising a genuine business concern, making a complaint, or helping to resolve an issue will be tolerated. An employee concerned about retribution of any kind should raise the matter with the person to whom they made their report.

If employees are found to have breached the Code of Conduct, the Company will take appropriate disciplinary action which may result in termination of employment in accordance with the *MMS-HRM-POL-006 Counselling and Disciplinary Policy*.

All matters raised should be of a genuine concern. Where a matter is found to be raised with malicious, frivolous, or vexatious intent it will be considered a breach of the Code of Conduct. In addition, the conduct may be an unlawful offence, as a result, the individual may become liable for criminal and/or civil penalties.