

Code of Conduct Policy



1. Overview

MEGT Australia Ltd recognises that we all have an active role to play in contributing to an inclusive work culture that prioritises physical and psychological safety. Our leadership is committed to providing a safe work environment, through inclusive and respectful management practices and behaviours.

This Code of Conduct sets out acceptable standards of behaviour in the workplace, which is aligned with our shared Values.

Behaving in accordance with the Code of Conduct is expected of every individual. This will enable us to collaborate effectively, grow as individuals and as a business, help everyone feel included and make MEGT a great place to work.

2. Scope

This Code of Conduct applies to all MEGT workplace participants, including employees, contractors and apprentices and trainees hosted by MEGT.

This Code of Conduct applies at the workplace and while performing any work for MEGT. The Code applies at all MEGT events outside the workplace and after hours and to all interaction (physical or digital including by social media) with any workplace participant including colleagues and also clients.

If you have any questions about how and when this Code applies, you should err on the side of caution and assume it applies unless confirmed otherwise by your manager or the General Manager People & Culture in writing.

3. Code of Conduct

| Working Safely MEGT is committed to keeping our people physically and psychologically safe | |
|---|--|
| You must: | You must not: |
| Always conduct yourself in a safe and respectful manner in the workplace. This means ensuring your safety, and that of those around you by: <ul style="list-style-type: none">Act in accordance with your legal obligations at all times, and speaking out about anything you are aware of that may compromise safetyFollowing the lawful and reasonable directions of MEGTMaking yourself aware of and working in accordance with MEGT's policies and procedures.Keeping the workplace and our environment free of personal and environmental hazardsTreating others with respectOnly using MEGT resources and equipment in accordance with directions and for a proper purpose | Conduct yourself in a way that creates a safety risk to yourself or to others, including: <ul style="list-style-type: none">Engaging in criminal or illegal behaviour while in the employ or service of MEGT.Disregarding or failing to comply with MEGT's policies and procedures when carrying out work for, or on behalf of the organisation.Engaging in workplace pranks or horseplay which may result in harm to others or to MEGT.Misusing resources or equipment |

| | | | |
|--|---|------------|------------------|
| Author Position: Manager Human Resources | Approver Position: General Manager People & Culture | Version: 1 | Date: 09/06/2022 |
| 2 | Uncontrolled when printed | | ID: ORG-POL-COC |

Working With Others

MEGT is committed to nurturing a collaborative workplace culture that emphasises personal wellbeing

| You must: | You must not: |
|---|---|
| <p>Always treat other people in the workplace in a professional, respectful, and courteous manner, including:</p> <ul style="list-style-type: none"> • Learning about, respecting, and celebrating diversity and inclusion as it relates to self and others • Being responsive, courteous, and respectful when communicating and dealing with staff, colleagues, clients, contractors or visitors to MEGT . • Treating all persons equitably fairly irrespective of culture, background, experience, perspective, social contribution, education, race, ethnicity, religion, gender, age, sexuality, values and beliefs or other grounds • Protecting the privacy of others and maintaining appropriate confidentiality over sensitive information by following the Australian Privacy Principles. • Actively contributing to an inclusive and safe culture and seeking to understand the contributions and perspectives of others | <p>Treat any other person in the workplace inappropriately, including by:</p> <ul style="list-style-type: none"> • Engaging in behaviour that could be considered abusive, bullying, intimidating, insulting, offensive, degrading or humiliating • Harassing others or discriminating against them, including when recruiting and/or selecting staff, or in the management of a staff member • Making inappropriate jokes or comments targeted at individuals, or particular groups • Engaging in any behaviour that may be considered threatening • Making sexual comments or unwanted physical approaches or contributing to an environment where this is tolerated |

Working With Integrity And Diligence

MEGT is committed to fostering a work environment in which people can be vulnerable and authentic and have the courage to speak up

| You must: | You must not: |
|--|---|
| <ul style="list-style-type: none"> • Act in the best interests of MEGT while performing your tasks, including your decision making and actions • Avoid situations which result in a conflict between your personal interests and those of MEGT . Conflicts of interest or potential conflicts should be declared to MEGT as soon as possible • Be honest, impartial, and conscientious when carrying out your duties and observe procedural fairness (natural justice) in all decision making • Speak out about anything that compromises our safety, legal obligations, customer experience or MEGT 's brand or reputation • Report genuinely suspected corrupt conduct such as fraud, pilfering or stealing to the appropriate manager or external authority • Inform your manager of any offer of gift or benefit | <ul style="list-style-type: none"> • Accept any gifts or benefits in connection with the performance of your duties except for the occasional gift of up to \$150.00 in value or for the purpose of prize or award giving. • Act in an irresponsible and disruptive manner toward others. • Engage in or support any other staff member to directly to indirectly engage in any form of victimisation, discrimination, or harassment • Treat any person less favourably because they have raised a complaint or issue. • Attend work in any official capacity, or drive a company vehicle, while under the influence of alcohol or drugs • Use MEGT 's funds to provide benefits (such as gifts or entertainment) for yourself or others without approval from the relevant Manager |

| | | | |
|--|---|------------|------------------|
| Author Position: Manager Human Resources | Approver Position: General Manager People & Culture | Version: 1 | Date: 09/06/2022 |
| 3 | Uncontrolled when printed | | ID: ORG-POL-COC |

- Act honestly and in good faith and seek to achieve high standards in everything you do
- Use MEGT 's assets (including funds, equipment, and information) responsibly and in the best interests of MEGT
- Report genuinely suspected abusive or harmful conduct towards adults or children to the appropriate manager
- MEGT 's assets other than for MEGT 's purposes or interests.

4. Responsibilities

| Position: | Requirement: |
|-----------------------------------|--|
| General Manager People & Culture | The General Manager People & Culture or their designated People & Culture team member is to develop, review, communicate, issue, and monitor the effectiveness of this policy and to seek opportunities for improvement and amend as necessary. |
| Managers | All Managers are to implement and ensure employees, trainees and contractors understand and comply with the policy. |
| Employees, Trainees & Contractors | All employees, trainees and contractors must comply with this Code of Conduct. Any employee, trainee or contractor who becomes aware of or suspects any breach of any law or this policy must alert the General Manager People & Culture (see Whistleblower Policy). |

5. Breach of Policy

breach of MEGT 's policies may have unintended and harmful consequences and may lead to disciplinary action being taken, including dismissal in serious cases.

Any non-compliance to this Code of Conduct must be reported immediately to Manager Human Resources or their delegate. The Manager Human Resources can be emailed at HR@MEGT (Australia) Ltd.com.au

6. Communication

This Code of Conduct is available on the MEGT Intranet site and will be explained to new employees at induction.

7. Review

This Code of Conduct will be reviewed every two years or earlier if requested by management.

| | | | |
|--|---|------------|------------------|
| Author Position: Manager Human Resources | Approver Position: General Manager People & Culture | Version: 1 | Date: 09/06/2022 |
| 4 | Uncontrolled when printed | | ID: ORG-POL-COC |

megt.com.au

13 6963

MEGT acknowledges the traditional owners and custodians of the land we work on as the first peoples of this country.

ABN 85 006 266 280 | MEGT (Australia) Ltd.

