

Code of Conduct

DATE 28.02.2024 **REVISION** 004



Contents

1 Purpose.....	3
2 Who must comply with the code of conduct?	3
3 Introduction.....	3
4 Discrimination and Harassment.....	4
5 Employee Responsibilities	5
6 Conflict of Interest	6
7 Proprietary Information	6
8 Fair Competition.....	6
9 Product and Service Quality	7
10 Safety and Environmental Protection.....	7
11 Communications and Disclosures	7
12 Appropriate use of electronic communication and social networking sites	7
13 Anti- Corruption and Bribery Policy.....	8
14 Use of Alcohol, Drugs, and Tobacco.....	8
14.1 Drugs	9
14.2 Tobacco	9
15 Dress Code for Employees.....	9
16 Reporting Concerns.....	10
17 Glossary	11
18 Revision History	12

1 Purpose

The aim of this Code is to establish a common understanding of the standards of behaviour expected of all employees of Tekt Industries.

This Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it sets out standards of behaviour expected and provides a broad framework that will help you decide on an appropriate course of action when you are faced with an ethical issue.

The Code places an obligation on all of us to take responsibility for our own conduct and work with colleagues cooperatively to establish consultative and collaborative workplaces where people are happy and proud to work.

2 Who must comply with the code of conduct?

This Code of Conduct applies to all employees of Tekt Industries, whether employed on a permanent, temporary, or casual basis.

3 Introduction

Tekt Industries strives through the efforts of its employees to build a reputation of being a trusted company that conducts its business with integrity and in compliance with the laws and regulations under which we operate.

This Code of Conduct provides guidance for ethical business conduct in several areas that Tekt Industries expects all of its employees to adhere to. The Code is also consistent with Tekt Industries' vision, mission and core values of Empathy, Trust, Courage, and Motivation.

Tekt Industries' Board of Directors and Executive Management have approved the Code and comply with and fully support the Code in the execution of their respective duties.

Furthermore, each Manager is responsible for ensuring that all their respective employees have been adequately introduced to it, to be able to comply with the Code of Conduct.

The Management is further responsible for training, monitoring, and enforcing compliance with the Code of Conduct.

4 Discrimination and Harassment

Tekt Industries does not tolerate discrimination whether it is based on a person's race, colour, religion, origin, disability, age, gender, sexual orientation, union membership or political affiliation. Laws and regulations governing the equality of men and women shall be observed. Tekt Industries also abides by all laws including those prohibiting child or forced labour. In places where there is no such law, we do not condone child labour or forced labour.

It is important for you to treat your colleagues with respect. Bullying or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, or derogatory language and physical abuse or intimidation towards other employees is unacceptable.

You must not discriminate against or harass your colleagues, students and young people or members of the public on a number of grounds including sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment or sexual preference.

Such harassment or discrimination may constitute an offence under the Anti-Discrimination Act 1977. In addition, you must not harass or discriminate on the grounds of political or religious conviction.

If you believe you or anyone else in your workplace is being treated in a discriminatory or harassing manner, it is your obligation to report the behaviour to your supervisor or director.

You must not use information and communication technologies, such as email, mobile phones, text or instant messaging and websites to engage in behaviour that could reasonably be considered to have a negative impact on another person, cause them harm, or make them feel unsafe. You must not make unfounded complaints with malicious, frivolous, or vexatious intent against another employee, clients, stakeholders.

Managers and principals must take reports of discrimination, harassment and bullying seriously and take steps to prevent and correct the conduct. Most incidents can be addressed effectively if reported early.

5 Employee Responsibilities

You are expected to:

- perform your duties to the best of your ability and be accountable for your performance.
- follow reasonable instructions given by a supervisor.
- comply with a lawful direction.
- carry out your duties in a professional, competent, and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development.
- act honestly and in good faith in providing advice or service that is honest, impartial and comprehensive, irrespective of your personal views on a matter.
- be courteous and responsive in dealing with your colleagues, clients, and members of the public.
- work collaboratively with your colleagues.
- be mindful of your duty to the safety of yourself and others and
- be aware that if your conduct has the potential to damage the reputation of the company, even if it is in a private capacity, this could lead to disciplinary action.

If your role requires you to manage or supervise staff, in addition to the above responsibilities you are also expected to:

- promote collaborative and collegial workplaces by developing a positive working environment in which all employees can contribute to the ongoing development of the Department.
- exercise leadership by working with your staff to implement performance and development processes that are consistent with the employee's conditions of employment.
- provide ongoing support and feedback to your staff.
- model the professional behaviour you expect from employees.
- establish systems within your area of responsibility which support effective communication and consult with and involve your staff in appropriate decision-making.
- take appropriate action if a breach of the Code of Conduct may have occurred.

6 Conflict of Interest

Conflicts of interest between Tekt Industries interests and employees should be avoided.

As an employee, you must be objective and impartial, and be seen to be so. A conflict of interests can involve:

- pecuniary interests i.e. financial gain or loss or other material benefits
- non-pecuniary interests i.e. favours, personal relationships and associations.

It may not only be about your own interests. It may include:

- the interests of members of your immediate family or relatives (where these interests are known)
- the interests of your own business partners or associates, or those of your workplace
- the interests of your friends.

A key issue to consider in determining whether a conflict of interests exists is what the perceptions of others might be. Questions you might ask yourself would be:

- What assessment would a reasonable or fair-minded member of the public make of the circumstances?
- Could my involvement in this matter cast doubt on my integrity or on the Companies integrity?

7 Proprietary Information

All data and information, whether electronic, hardcopy or verbal, and regardless of whether it is related to internal or external issues, shall be handled confidentially. Confidentiality agreements must be signed in advance with third parties if the exchange of proprietary information is unavoidable as part of any negotiation or interaction.

8 Fair Competition

Tekt Industries supports fair and vigorous competition and expects all employees to comply with all applicable anti-trust and competition laws. No confidential information may be exchanged on prices and pending price changes or customer/supplier relationships in discussions with competitors. Limited exceptions apply if information is disclosed within the scope of a particular project, e.g. a planned acquisition or the establishment of a joint venture, and only after a confidentiality agreement has been signed in advance.

9 Product and Service Quality

Safety, quality, and efficacy are core considerations for Tekt Industries. Every stage of the research, development, manufacture, storage, and distribution of our products must be conducted in accordance with all relevant applicable internal and external standards, laws and regulations. We approach research involving animals with the highest level of humane concern and will aim to maintain high standards of laboratory care and use.

10 Safety and Environmental Protection

Tekt Industries follows all applicable internal and external safety and environmental laws and regulations.

11 Communications and Disclosures

All our communications, through whatever channel, must be fair, accurate, timely and appropriately authorised. All employees must be mindful of situations in which they may be perceived to be communicating on the Company's behalf.

12 Appropriate use of electronic communication and social networking sites

You must:

- exercise good judgment when using electronic mail, following the principles of ethical behaviour.
- use appropriate language in electronic mail messages.
- be aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them.
- not send messages that are harassing, defamatory, threatening, abusive or obscene
- remember transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden.
- report any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

You must never use the Companies networks to view, upload, download or circulate any of the following materials:

- sexually related or pornographic messages or material
- violent or hate-related messages or material
- racist or other offensive messages aimed at a particular group or individual.
- malicious, libellous, or slanderous messages or material
- subversive or other messages or material related to illegal activities.

13 Anti- Corruption and Bribery Policy

It is our policy to conduct all our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships.

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. Any non-employee who breaches this policy may have their contract terminated with immediate effect.

This policy does not form part of any employee's contract of employment, and we may amend it at any time. It will be reviewed regularly.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external Commercial Agents, third-party representatives, and business partners.

14 Use of Alcohol, Drugs, and Tobacco

Tekt Industries is committed to providing a productive, safe, and healthy workplace.

You are responsible for ensuring your capacity to perform your duties is not impaired using alcohol or drugs, and that the use of such substances does not put at risk you or any other person's health and safety.

As an employee, you must:

- not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances
- not endanger your own safety or the safety of any other person in the workplace by consuming alcohol, illegal drugs, or non-prescribed and/or restricted substances

- notify your supervisor if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug.
- immediately notify your supervisor if you are concerned about working with other employees who may be affected by drugs or alcohol.

14.1 Drugs

As an employee, you must not:

- have illegal drugs in your possession while at work. Any illegal drugs found on company property or in the possession of any person on company property will be reported to the Police.

14.2 Tobacco

You must not smoke or permit smoking in any company buildings, enclosed area or on company grounds. This includes all buildings, gardens, sports fields, cars and car parks. Refer to Smoke Free Environment Act 2000.

15 Dress Code for Employees

Employees have an obligation to dress appropriately and in a manner that:

- maintains respect.
- establishes credibility.
- upholds the good reputation of the company.

Employees must ensure their personal appearance and presentation are clean, tidy and appropriate for their work role and takes into account the particular circumstances of their workplace.

Employees must comply with relevant workplace health and safety regulations as they apply to apparel e.g. appropriate shoes, protective clothing, safety glasses and sun safe attire when outdoors.

Employees must not wear revealing clothes such as those exposing bare midriffs, strapless tops/dresses or clothes that may be construed as suggestive and/or offensive. Employees must not wear inappropriate clothes such as singlets, t-shirts, tracksuits, or rubber thongs (except for sport and organised physical activities), ripped or dirty clothes or clothes with inappropriate slogans.

16 Reporting Concerns

Violations of this Code of Conduct will not be tolerated. Tekt Industries will enforce compliance with the aforesaid rules and regulations. Breaches may result in warning notices, with the enforcement of compensation claims or termination of the employment relationship. Employees should report imminent violations or breaches which have already occurred to their immediate supervisor or line manager. Any employee who reports a potential violation will be protected from retaliation and their identity will be treated anonymously. This protection also extends to anyone giving information in relation to an investigation.

17 Glossary

Term	Definition
Code of Conduct (Code)	A set of guidelines designed to outline the standards of behaviour expected from employees of Tekt Industries. It assists employees in making ethical decisions.
Employees	Individuals employed by Tekt Industries, including those on permanent, temporary, or casual contracts.
Ethical Issue	A situation where an individual faces a choice between alternatives that must be evaluated as right (ethical) or wrong (unethical).
Consultative and Collaborative Workplaces	Work environments where employees work together and consult with each other to enhance productivity and workplace happiness.
Discrimination	Unfair treatment of individuals based on personal characteristics such as race, gender, age, etc., irrelevant to their job performance.
Harassment	Unwanted behaviour that offends, humiliates, or intimidates a person, including bullying and sexual harassment.
Employee Responsibilities	Expectations from employees regarding their performance, behaviour, and professional development.
Conflict of Interest	A situation where an employee's personal interests could improperly influence their professional decisions or actions.
Proprietary Information	Confidential information owned by Tekt Industries that is not to be shared without proper authorization.
Fair Competition	The principle of engaging in business without unfair practices, respecting anti-trust and competition laws.
Safety and Environmental Protection	Compliance with laws and regulations concerning safety and environmental stewardship.
Communications and Disclosures	Guidelines on how employees should communicate internally and externally, ensuring accuracy, timeliness, and authorization.
Electronic Communication and Social Networking Sites	The appropriate use of online platforms and email, avoiding abusive, defamatory, or illegal content.
Anti-Corruption and Bribery Policy	Tekt Industries' commitment to honest, ethical business practices, prohibiting bribery and corruption.
Use of Alcohol, Drugs, and Tobacco	Regulations prohibiting the impairment of work performance through the use of substances, and smoking restrictions in the workplace.
Dress Code	Standards for employee attire that promote professionalism, safety, and appropriateness for the work environment.
Reporting Concerns	The process for employees to report violations of the Code of Conduct, with protections against retaliation.

18 Revision History

Version	Date	Author	Change Control	Summary of Updates
1	10/01/2018	B Westhorpe	NA	• Initial release
2	10/03/2021	M J Adams	NA	• Updated for Harassment Policy
3	22/06/2023	M J Adams	NA	• Updated Formatting
4	28/02/2024	M J Adams	NA	• Updated Formatting • Updated grammar