

2.7 Code of Conduct Policy

1. Purpose and Scope of Policy

The Intermain Group (which includes Intermain Pty Ltd, Intermain W.A. Pty Ltd, Intermain Queensland Pty Ltd, Intermain Victoria Pty Ltd, Intermain ACT Pty Ltd, Intermain SA Pty Ltd, Andrew Johnson Holdings Pty Ltd and their associated entities) recognises the importance of a work environment which actively promotes best practice. The purpose of this Code is to describe the standards of behaviour and conduct expected from workplace participants in their dealings with customers, suppliers, clients, co-workers, management and the general public.

This Code of Conduct where relevant, operates in conjunction with other policies relating to minimum standards of behaviour and conduct, the Contract of Employment or Contract for Services.

The Code applies to all employees, agents and contractors (including temporary contractors) of the Intermain Group, collectively referred to as “workplace participants”.

2. General Principles

All employees of the Intermain Group are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment with the Intermain Group. This Code provides an overview of the Intermain Group’s fundamental expectations. It is by no means exhaustive but summarises some of the Intermain Group’s most important policies, which are based on standards that underlie business ethics and professional integrity, standards that apply to all workplace participants.

3. Legal Compliance

All workers will respect and observe all applicable laws, regulations and policies/procedures/codes of the Intermain Group when performing their duties.

4. Attendance

All employees are required to start work on time, to observe the proper times for breaks and to work until the scheduled end of their workday. Employees not able to attend work for any reason must telephone (not SMS or email) their manager at least one hour before their starting time on each day of absence. The manager must be advised of the reasons for the absence and the expected date of return to work.

Absences due to sickness on any day before or after a weekend, public holiday or annual leave; or of more than 1 day duration, will require presentation of a medical certificate.

Where it is deemed appropriate by the Intermain Group, employees will be required to comply with procedures regarding time recording.

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5. Performance of Duties

Employees must carry out instructions given by a person authorised to give such instructions but no employee shall be required to do anything which might endanger themselves or any other person.

Employees must apply themselves diligently to work during working hours and must not undertake other activities without the prior approval of their manager.

Employees must not deliberately or carelessly do anything that will result in poor quality output or which may bring the Intermain Group into disrepute.

6. Company property

Unauthorised removal or unauthorised possession of Intermain Group property or the property of other persons is strictly prohibited.

Wilful damage to property is not permitted.

Note: All serious cases, particularly those related to unauthorised possession of property, will be referred to the Police. Any disciplinary action the Intermain Group may take is quite separate from, and in addition to, any action the Police choose to take.

7. Company Owned or Paid for Vehicles

An employee shall only be authorised to drive a motor vehicle owned or maintained by the Intermain Group if he or she is in possession of a current drivers licence for the appropriate class of motor vehicle.

Subject to the above, an employee may use the Group's vehicles for incidental non-work related purposes, however non-incidental use is only permitted provided their Manager has given prior written permission.

The Intermain Group is not responsible for any traffic violations whilst the vehicle is in the employee's care, other than those which are properly the responsibility of the vehicle owner.

Unauthorised or irresponsible use of Company vehicles, or a vehicle owned by a customer or supplier, is strictly prohibited.

An employee whose duties require the driving of a motor vehicle may have their employment terminated in the event of conviction on a driving offence resulting in loss of licence.

8. Expectations of Workplace Participants

The Intermain Group is a professional organisation, and as such employees are required to adhere to strict presentation and behavioural standards.

All workers must:

- Display the appropriate image of professionalism by ensuring their appearance is neat and tidy by 9am each day, and complies with any requirements stipulated by the Intermain Group.
- Promptly report any violations of law, ethical principles, policies and this Code.
- Maintain punctuality. If you are late or cannot report for work, please telephone and let your supervisor know as soon as possible.
- Act in the best interest of the Intermain Group at all times.

- Not talk in such a manner that could be deemed unprofessional.

9. Bribery & Corruption are strictly prohibited

A “bribe” is anything of value that is offered, promised, given or received by any party to influence a decision or to gain or reward an improper or unfair advantage for the benefit of the Intermain Group or any other party.

“Corruption” is the abuse of power or position for private gain.

Bribery and corruption can take many forms, including the offering, provision or acceptance of:

- Cash payments;
- Loans or non-arm’s length transactions;
- Phony jobs or “consulting” relationships;
- Kick-backs;
- Political contributions;
- Charitable contributions;
- Employment opportunities or internships;
- Social benefits; or
- Gifts, travel, hospitality and the reimbursement of expenses.

Intermain Group strictly prohibits all bribery or corruption, in any form whatsoever.

10. Conflict of Interest

Situations can sometimes arise where a worker has interests which conflict with those of the Intermain Group.

For example, a conflict of interest exists where a team member makes a Company business decision, or influences a decision, that provides a personal benefit to themselves or a related third party such as a partner, relative, business or associate.

The Intermain Group recognises there is potential for a conflict of interest in a range of situations involving workers, customers, suppliers and other parties, and will work with team members to resolve potential or actual conflicts of interest.

All workers must:

- Declare any actual, perceived or potential conflict of interest.
- Ensure other employment does not impair their ability to perform their role for the Intermain Group.
- Not accept gifts from customers, agents, contractors or suppliers that can be deemed for personal gain, such as money, holidays, vehicles, etc.
- Only accept entertainment where it is an essential part of doing business, an existing business relationship exists, and their line manager and/or management team has approved it.
- Only purchase merchandise direct from suppliers when it is an approved business requirement.

11. Confidentiality of Information

Information is considered confidential when it is not readily available to the public. If you are in doubt, treat information as confidential. The Intermain Group will not accept the unauthorised disclosure of confidential information.

All workers must:

- Keep the Intermain Group's information confidential except where disclosure is authorised or required by law.
- Use confidential information solely for authorised purposes.
- Not use information inappropriately to gain an advantage for themselves or someone else, or to cause detriment to the Intermain Group.
- Refer requests for information from the media to Senior Management.

12. Company Resources

The Intermain Group will not accept deliberate or reckless damage to, or the theft or misuse of, its resources. Resources include: stock, money, equipment, PPE, stationery, files, data, records, computer hardware and software, intellectual property and the Intermain Group work time.

All workers must:

- Use the Intermain Group's resources for the purpose intended.
- Maintain the Intermain Group's resources in a reliable and sanitary condition.
- Must use the Intermain Group's resources (including computers, internet, mobile phones, and vehicles) for predominately work purposes as per the Workplace Surveillance and Information Use Policy.
- Report any knowledge of misuse or theft of the Intermain Group's resources.

13. Media Statements

Statements to media representatives relating to the Intermain Group business are prohibited without the express approval of the Chief Executive Officer/Managing Director.

Approved:



Andrew Johnson
Chief Executive Officer/Managing Director
21 Feb 22