



Code of Conduct

Section 1 - Overview

(1) This Code of Conduct sets out the standards of behaviour expected of personnel acting on behalf of the Organisation.

(2) Our reputation depends upon the integrity, professionalism and conduct of our personnel. We are committed to conducting our business ethically, lawfully and with respect for our clients, business partners, colleagues and other stakeholders.

Section 2 - Scope

(3) This Code applies to all personnel acting on behalf of the Organisation.

Section 3 - Policy

Integrity

(4) We will act honestly, ethically and professionally in all aspects of our business.

(5) We will comply with applicable laws, contractual obligations and our governance framework.

Respect

(6) We will treat all people with courtesy, fairness and respect.

(7) We will not engage in unlawful discrimination, harassment, bullying or other inappropriate behaviour.

Information Security and Privacy

(8) We will protect the confidentiality, integrity and availability of our information and information assets, and respect the confidentiality and privacy of information entrusted to us by others.

Accountability

(9) We will act responsibly, avoid conflicts between personal interests and our responsibilities to the Organisation wherever reasonably practicable, and promptly disclose any actual, potential or perceived conflict of interest.

(10) We will promptly report actual or suspected unlawful, unethical or inappropriate conduct, or other matters that may present a material risk to the Organisation or others.

Sustainability

(11) We will conduct our business in a manner that supports environmental sustainability by using resources responsibly, reducing unnecessary waste and considering the environmental impact of our business activities where

reasonably practicable.

Section 4 - Procedures

(12) Nil.

Section 5 - Guidelines

(13) Nil.

Section 6 - Definitions

(14) Definitions applicable to this Code are contained in the Corporate Glossary.

Status and Details

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Responsible Manager	Joanne Auld Director
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