

	<b>Code of Conduct</b>	<b>People &amp; Culture</b>
	Version 4.0	10 pages
<b>Target audience:</b>	<ul style="list-style-type: none"> <li>Internal</li> <li>All brands within the RGF Staffing APEJ Group</li> </ul>	
<b>Contact person:</b>	<ul style="list-style-type: none"> <li>Mark Graham – Chief People Officer</li> </ul>	
<b>Policy owner:</b>	People & Culture	
<b>Related Standards:</b>		<b>Related Guidance documents:</b>
<ul style="list-style-type: none"> <li>RG.00.10 Recruit Group Code of Ethics</li> <li>RG.05.10. Recruit Group Compliance Policy</li> </ul>		<ul style="list-style-type: none"> <li></li> </ul>
<b>Effective date:</b>	<b>Updated as per:</b>	<b>Modification:</b>
11 April 2022	11 April 2022	Re-branded
<b>Approved by:</b>		<b>Approved on:</b>
Peter Acheson - CEO		08/04/2022
<p><b>Group Policy compliance</b></p> <p>Primary responsibility for adherence to this Policy resides with the SBU Unit CEO. Local laws and regulations supersede this policy. Should this policy be found to be in contradiction with such regulations, it is the CEO's responsibility to immediately inform the General Counsel of this matter. This policy supersedes all local company policies. Should a local policy contradict this policy, it is the CEO's responsibility to align the local policy with this policy.</p>		

## I. MESSAGE FROM THE CEO

All This Code of Conduct represents our commitment to behave ethically in our work and business practices, complying with legal obligations and upholding our organisational values.

In simple terms, it is about doing the right thing at all times including when doing the right thing is challenging. If you are not sure it's right- then you must carefully evaluate the options and consequences and this Code helps you do that.

Our Code of Conduct enables us to base all the individual decisions we each make everyday on a shared understanding – regardless of the role we hold or the place we work.

The Code sets out the minimum standards of behaviour and conduct expected from each of us, whenever we represent a Chandler Macleod Business.

My expectation of each of you is that you will understand this Code and apply it in your interactions each day and speak up if you see any behaviour or activity that you feel may breach our Code.

I am confident, if we do this that we will continue to protect and enhance the reputation and success of the Chandler Macleod Group.

Core Principles are our universal beliefs, informing our actions and decisions, as we work together to deliver fair value for our stakeholders.



**Peter Acheson**  
Chief Executive Officer

## II. OUR CORE PRINCIPLES

Our Core Principles are the shared values that underpin our Code of Conduct:



Uphold our principles with trust and integrity



Treat others with respect and consider the impact of our behaviour



Recognise potential in people and provide opportunity to unleash it



Honour commitments, drive outcomes and pursue continuous improvement

## IV. APPLICATION

The Code of Conduct (“the Code”) applies to all “Our People”, meaning:

“**employees**” includes all people who are employed by RGF Staffing APEJ, Chandler Macleod, AHS, Aurion, Vivir, our International businesses or any of our associated entities, and who are employed to do work directly for any of our brands (including Executive and Non-Executive Directors) or the Company’s clients;

“**independent contractors**” or representatives of independent contractors who are performing work for the Company pursuant to a contract. Independent contractors may be engaged to do work directly for the Company or for the Company’s clients; and

“**volunteers**” includes people who do work directly for RGF Staffing APEJ, Chandler Macleod, AHS, Aurion, Vivir, our International businesses or any of our associated entities or on our premises but who are not employees and are not independent contractors (or representatives of independent contractors). For example, this would include work experience students and exchange workers.

## V. WHEN DOES THE CODE APPLY

While working or attending work events (including work-related travel); and outside of work time where your conduct may have an impact on the Company, your colleagues or the workplace.

## VI. QUCIK TEST

Our Code of Conduct is a key business document, we expect each person to use the Code and check their actions remain consistent with our shared expectations.

To ensure your behaviour is in line with the Code, ask yourself these questions:



Could my actions directly, or indirectly, endanger someone or cause harm or injury?



Is it lawful and consistent with our policies and procedures?



What would I tell my partner, parent or child about the situation?



If the story appeared in the paper or in social media, would I regret the decision?

## VIII. BE SAFE

We want all our people to get home safely, every day. If we think and act in safe manner, we are less likely to injure ourselves or others. Putting yourself or others at risk is never OK. We are all responsible for creating and maintaining a physically and psychologically safe place to work.

### TEST YOURSELF:



*Have I made sure I am working safely today?*



*Have I helped my colleagues stay safe today?*

### WHAT MUST I DO?

- Always ensure the safety of yourself and your colleagues
- Complete any site inductions and read the client or site's policy and procedures
- Always check you know how to do the task, including completing training and following safe work instructions
- Never break a safety rule to get the job done
- Check you know the emergency procedures for any site you attend
- Understand the first aid procedures for the site you work at
- Quickly report risks or incidents
- Do not let a colleague complete a task or job unsafely
- Wear PPE when required
- Always be fit for duty when you are at work
- Understand what to do if you have an injury
- Never refuse a drug and alcohol test
- Read the Occupational Health and Safety Policy, the Drug and Alcohol Policy to refresh your understanding

### WHERE TO GO FOR HELP?

- Your manager or supervisor
- Your Safety Representative
- Safety intranet page or Handbook or online training

## VIII. BE A TEAM PLAYER

With a workforce of over 20,000 employees, we each have a role to play to build the success of our team. A winning team is good for Our People, clients and shareholders.

### TEST YOURSELF:



*What can I do to make us a winning team?*



*Am I doing my part?*

### WHAT MUST I DO?

- Meet your commitment to perform the job to the best of your ability
- Understand your job description, performance or KPI documents that define performance expectations
- Listen to all lawful and reasonable management directions issued by the Company or our client
- Understand how and when you may take annual, personal or parental leave under your leave policy
- Always advise your manager of your non-attendance or lateness at work
- **Step Up and Own** your performance and conduct
- Actively participate in feedback or performance discussions
- Talk to your manager or supervisor if you can't complete the job to the standard or in the timeframe
- Find ways to **Empower your team**, business unit or client workplace to create a winning team

### WHERE TO GO FOR HELP?

- Your manager or supervisor
- Your position description or conditions of assignment
- Our Leave Policy
- The employee handbook or online training materials

## IX. BE LAWFUL & ETHICAL

We have a responsibility to ensure our conduct is lawful. This is not negotiable. Keeping to our Core Principles can be hard sometimes; it's up to each of us to call out if something isn't right. If you are aware of an issue or you are concerned, you should stop and speak to a manager.

### TEST YOURSELF:



***Does this feel wrong – if yes, it probably is!***



***Does something feel not quite right?***

### WHAT MUST I DO?

Treat the Company's resources with respect

- Complete timesheets yourself for work performed and check them for accuracy
- Follow the approved procurement process for purchases
- Always ensure your actions stay within your delegated authority
- Never engage in conduct that may be, or perceived to be fraudulent
- Think before accepting a gift or favour- what does the other person expect?
- Never accept cash, kickback or bribe- if it's offered you need to tell a manager immediately

Understand why we have rules and laws, and know why they are important in your role

- Always comply with your visa conditions, and tell us if they change
- Understand what anti-competitive behaviour is and ensure you never cross the line
- Assess the person or company you are considering doing business with- ensure they are legitimate and ethical
- Never engage in business with organised crime syndicates or other unlawful associations. Ask questions about connections

Understand how we Respect one another in the workplace

- Understand your role in keeping the workplace free from unlawful discrimination, sexual harassment and bullying
- Know that you can talk to your manager, or People & Culture if you have concerns
- Understand how our complaint and grievance process works
- Understand what the Whistleblower Hotline is and when to use it

## WHERE TO GO FOR HELP?

- Your manager
- Whistleblower Hotline
- Anti-Corruption Policy
- Fraud Reporting Guidelines
- Workplace Diversity Policy
- Anti-Bullying policy
- Complaints and Grievances policy
- Purchasing Procedure



## X. BE PROTECTIVE OF OUR REPUTATION

We have built a solid reputation over 57 years, with the contribution and conduct of our people.

To ensure that we remain a strong business for many years to come, it is vital we maintain our reputation with our clients and with the broader community.

Reputation is fragile and can be damaged quickly by poor decision making. Make sure your actions enhance your own and the Company's reputation

### TEST YOURSELF:



*If this was in the media, would I regret my actions?*

### WHAT MUST I DO?

- Understand what personal and confidential information is
- and how it must be protected at work
- Never share personal or confidential information with people outside the organisation, even your friends or family
- Ask our Privacy Officer if you need help with requests for information from external parties before supplying information
- Understand where your own interests and those of the Company could conflict and don't cross this line (or give the impression you have crossed the line)
- Use social media responsibly, think before you post
- Tell us about any negative opinion about the Company or client
- Never suggest that your opinion in a public forum, including social media, is the Company or client's opinion
- Always ensure your actions stay within your delegated authority
- Obtain approval before discussing Company or client information outside the workplace
- Never discuss commercially sensitive information unless authorised
- Never make any comment to the media unless you have approval from the CEO
- Get approval before considering any sponsorship of events
- Tell us about any information that may cause reputational damage

## WHERE TO GO FOR HELP?

- Your manager
- Privacy Policy
- Anti-Corruption Policy
- IT Facilities, Systems and Social Media Use Policy
- Media Policy
- Delegated Authority Policy

## XI. BREACHES OF OUR CODE

We take compliance with our Code seriously, all Our People must comply with this Code, our Core Principles and all related Policies referred to in this document.

Any non-compliance may result in disciplinary action up to and including termination of employment or engagement. Where a breach constitutes unlawful conduct, legal action or criminal prosecution may also occur.

If you suspect someone is in breach of this Code or a Company policy, you have a responsibility to say something:

### STEP 1

If you feel comfortable, tell the person that you think their conduct is inconsistent with our Code. Ask them to explain and see if you understand their thinking. If that doesn't work follow step 2.

### STEP 2

If the issue is serious, the person doesn't listen to you or you feel uncomfortable about approaching the person tell your supervisor, manager or a People and Culture representative.

People & Culture can help you address or investigate the issue further. Our Complaints & Grievances Policy provides more information.

Alternatively, and if appropriate, you may raise your concern in accordance with the Whistleblower Policy.

## XII. REVIEW & ADMINISTRATION

This Code is administered by our People & Culture and Legal functions and reviewed at least every three (3) years or more frequently should the need arise.

## XIII. DOCUMENT CONTROL

Version	Author	Changes	Date	Approver	Date Valid
V1.0	People and Culture	Create new			
V2.0	Chief of People & EGM Legal	General updates	Sept 2017	EGM Legal	Sept 2017
V3.0	Chief of People & EGM Legal	Blend Peoplebank	July 2018	EGM Legal	July 2018
V4.0	Risk & Compliance Manager	Updated branding	April 2022		