



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TITLE: Code of Conduct		
COMPILED BY: CS		DATE ISSUED: 01/12/2023
REVISED BY:	APPROVED BY: 	DATE: 01/12/2023
MANAGER REVIEW	Ross Litchfield	QUALITY REVIEW 

Tidyco Limited: Code of Conduct

1. Introduction

Tidyco's Code of Conduct ("Policy") is essential to the responsible operation of our business. We want the people working for us, and with us, to feel proud of Tidyco, respected and appreciated, safe and protected. The Code of Conduct helps you to understand what you can expect from Tidyco as a responsible company. We also expect each of our employees, and those working with us, to act with the same responsibility when acting for Tidyco.

This Code of Conduct is not exhaustive, it's impossible to address every circumstance.

This Policy is the Company Policy, but where local laws or regulations are stricter than the Policy, they prevail.

2. Positive and Active Impact on Working Lives

We aim to have a positive and active impact on working lives by fulfilling the purpose of championing better work and working lives for current and future generations. By promoting people centred practice, developing people, being the employee experience champion, supporting the health, education and welfare of those in the work environment.

- I. Develop and champion policies and procedures that foster fair, consistent and equitable treatment for all.
- II. Champion and demonstrate employment and business practices that promote sensitivity for the customs, practices, culture and personal beliefs and rights of others. Whilst upholding and promoting equal opportunity, diversity, inclusion and dignity.
- III. Do not bully, harass, abuse, discriminate, victimise, or conduct offensive behaviour in the work environment.
- IV. Ensure those working for you, have the appropriate level of competence, supervision and support and have the opportunity to develop their skills and knowledge.
- V. Encourage and facilitate a range of speak up options beyond whistleblowing, across the business. To understand the views, concerns and needs of those speaking up; supporting them and protecting them from reprisals or adverse treatment.
- VI. Speak up about issues and concerns in the workplace.

3. Civic Virtue and Stewardship

We ensure that Tidyco is being socially responsible; supporting future organisational needs; helping to improve the communities in which you live and work and expect the same from our employees and those at work with the company.

- I. Evidence that stakeholders, including the wider community have been considered and (where relevant) consulted in your practice, decisions and actions.
- II. Uphold all compliance, regulatory and legal obligations. Role-model more advanced developments where possible, including acting beyond the minimum legal requirements.
- III. Act in accordance with the interests of the employer/client except where professional, ethical or legal duties require otherwise.
- IV. Develop policies and practices under which people are treated with courtesy, dignity and respect. Where possible go beyond the minimum standards of treatment required under employment laws/regulation.
- V. Comply with prevailing requirements of copyright, intellectual property, patents, licensing, piracy, plagiarism, trade secrets, privacy rights and appropriation. Respect the rights of others.

4. Good Character

It is our expectation that all employees and those working with the company are applying sound judgement; being honest; not allowing personal interest to undermine your objectivity and protecting the reputation of the profession:

- I. Role-model high standards of ethical conduct, honesty, professional and personal integrity.
- II. Always act in a way which supports and upholds the standards, reputation, values and virtues of the business. Do not act in a way which might discredit the company.
- III. Establish, maintain and develop professional relationships based on mutual confidence, trust and respect.
- IV. Do not misuse your professional position for personal, material or financial gain or the appearance of such.
- V. Ensure that your professional judgement is not compromised nor could be perceived as being compromised because of bias, or the undue influence of others
- VI. Identify potential, apparent and actual conflicts of interest and disclose these to the appropriate person/stakeholder. If an action or transaction could be perceived as creating a conflict of interest, carefully consider whether it is proper to act in all the circumstances. Demonstrate and evidence independence and distinction between personal and professional capacity.

5. Professional Service and Competence

We ensure that as a business we are continually providing high standards of competence and service; committing to the continuing development of your skills, knowledge and experience. It is therefore expected that all individuals:

- I. Develop your professional knowledge, skills and competence through curiosity, seeking feedback, reflection, continuing professional development, mentorship and exposure to growth opportunities. Identify and address any gaps; demonstrate your adherence to the company's Training Policy.
- II. Manage commitments effectively and take action where deadlines and obligations are at risk of not being met, particularly where external or personal factors may disrupt service delivery.

- III. Where you are operating outside of your expertise, scope of knowledge or ability – seek advice and support, or refer work in areas outside of your (personal) competence to a trusted third party.
- IV. Safeguard all restricted, confidential, commercially sensitive and personal data. Do not use it for personal advantage or to the benefit or detriment of third parties.

6. Personal Responsibility

We expect all employees and those working with Tidyco to take responsibility for their actions and considering the impact on others.

In addition, it's important that you take actions to ensure that other colleagues do not breach this Policy and if you do become aware of a potential breach, you must report this.

6.1. Who can report?

This Policy applies to anyone who carries out work for, or on behalf of Tidyco, including employees and/or those engaged by Tidyco to work for or on behalf of Tidyco. This Policy is also open to any other person or party Tidyco are involved with professionally and who wishes to raise a concern about possible misconduct.

6.2. What to report?

We always encourage individuals to speak up and this Policy works in conjunction with the Whistleblowing Policy (for employees) which is enclosed within the Handbook. If you have a concern around a (possible) violation of the Code of Conduct, we encourage you to raise this in a timely manner. Timely reporting will help us safeguard people involved against further wrongdoing, mitigating damages and harm, and help to preserve possible evidence. Every concern raised will be taken seriously. Contact your manager in the first instance, but if you are not comfortable with contacting your manager, please refer to the HR / Personnel Department, the Finance Manager or the Managing Director.

6.3 Our expectation

- I. Take action to ensure that other colleagues do not breach or cause a breach of this Code. If you become aware of a potential breach, you must report this to a director of the business.
- II. Take all reasonable steps to resolve disputes and complaints in a fair, timely and professional manner. Never allow a complaint to affect the standard of behaviour or professionalism shown to those who raise concerns, engage authentically and respectfully.
- III. Take responsibility for your professional actions and decisions. Rectify issues and take all reasonable steps to mitigate loss or harm as soon as possible. Inform those affected of the potential impact.
- IV. Co-operate with the company, any process, investigations or enquiries. Approach any subsequent hearings in an open, honest and transparent manner as a witness or respondent. Identify and preserve relevant information.
- V. Comply with all reasonable requests for information.
- VI. Demonstrate professionalism and high standards of conduct in your professional and private communications, emails and online activities (including social media).