

## CODE OF CONDUCT

### 1. Purpose

The Code of Conduct ('Code') for OGT Energy Pty Ltd ('OGT Energy') 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 employees and others in their dealings with customers, suppliers, clients, co-workers, management and the general public.

OGT Energy expects all employees and others in the workplace to observe the standards set out in this Code. Compliance with this Code is expected and non-compliance may result in disciplinary action up to and including the termination of employment or contract for services.

Where relevant, this Code operates in conjunction with other policies relating to minimum standards of behaviour and conduct, contract of employments or contract for services.

### 2. Application of Policy

The Code applies to all employees, agents and contractors (including temporary contractors) of OGT Energy, collectively referred to as 'workplace participants' or 'you'.

The Code does not form part of a workplace participant's contract of employment or contract for services.

Some of the Code of Conduct requirements listed below are dealt with in more detail in the HR Policies. Please refer to these policies for more information as required.

### 3. Principles

#### The Code Requirements

You are expected to observe the highest standards of ethics, integrity and behaviour during the course of your employment or engagement with OGT Energy. This Code provides an overview of OGT Energy's fundamental business values. It is by no means exhaustive, but summarises some of OGT Energy's most important policies, which are based on standards that underlie business ethics and professional integrity, standards that apply to all workplace participants.

As a representative of OGT Energy, you are expected to conduct yourself in a professional and courteous manner and observe the following standards of behaviour both inside the workplace and outside the workplace where you can be perceived as representing OGT Energy:

- a) Comply with all laws, policies, procedures, rules, regulations and contracts.
- b) Comply with all lawful and reasonable directions from OGT Energy.
- c) Be honest and fair in dealings with customers, clients, suppliers, co-workers, management and the general public.
- d) Treat customers, clients, suppliers, co-workers, company management and the general public in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimisation or harassment based on a person's race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.
- e) Promptly report any violations of law, ethical principles, policies and this Code.

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- f) Maintain punctuality. If you are late or cannot report for work, please telephone and let your supervisor know as soon as possible.
  - g) Do not use work time for private gain. If you are required to leave the work premises for personal reasons you should advise your Manager well in advance.
  - h) OGT Energy has a legitimate interest in your private activities where such activities may bring disrepute upon OGT Energy in its relationships with customers, clients, suppliers, and the general public at large and may possibly call the workplace participant's fitness for continued employment or to provide services into question.
  - i) Maintain and develop the knowledge and skills necessary to carry out duties and responsibilities.
  - j) Observe health and safety policies and obligations, and co-operate with all procedures and initiatives taken by OGT Energy in the interests of work health and safety.
  - k) Be truthful in all dealings with persons encountered at the workplace. You must not make false or misleading declarations during the performance of their duties or when providing services on behalf of OGT Energy. A declaration can be considered to be misleading if information is omitted or presented in a manner that enables a misleading view of the situation to be formed. This includes failure to comply with reporting requirements and falsifying records and other documents.
  - l) Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or biased performance.
  - m) Not act for an improper or ulterior purpose to the detriment (whether perceived or actual) of OGT Energy.
  - n) You must not abuse the advantages of your position for private purposes, or solicit or accept any gift or benefit in connection with your employment or engagement which might compromise, or be seen to compromise your integrity or OGT Energy's reputation.
  - o) Respect OGT Energy's ownership of all of its property including but not limited to funds, equipment, supplies, books, records and confidential information (however described).
  - p) Maintain during your employment or engagement with OGT Energy and after the termination of employment or engagement, the confidentiality of any confidential information, records or other materials acquired during the employment or engagement with OGT Energy.
  - q) While employed at OGT Energy, not undertake any employment with another organisation without the prior written approval of your Manager.
  - r) Display the appropriate image of professionalism at the workplace. This may include wearing the required uniform, safety equipment or work clothes, and if you wear your own clothes, ensuring your appearance is neat and tidy.
  - s) Not make any unauthorised statements to the media about OGT Energy's business (requests for media statements should be referred to the Chief Executive Officer).
  - t) Do not fight in the workplace.
  - u) Do not use inappropriate language in the workplace.
  - v) Never report for work in circumstances where there is a risk that you could be affected by or 'under the influence' of illicit drugs or alcohol (eg if you have ingested or otherwise taken drugs or alcohol the night before or in the period leading up to your next work period). If you are taking prescription medication, you must inform your manager at the commencement of your working day. You may be required to produce medical evidence to prove your medication does not affect your capacity to perform your duties in a safe manner without harm to yourself or others.

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w) Do not smoke (or vape) during working hours unless it is during prescribed breaks and within designated areas.

**Issues for managers and supervisors**

Managers and supervisors should:

- a) Promote a team spirit.
- b) Maintain confidentiality so far as is reasonably practicable when conducting investigations into grievances and disputes.
- c) Avoid bias in decision making.
- d) Ensure compliance with OGT Energy’s procedures when carrying out counselling and discipline.
- e) Exercise objectivity when administering rewards or discipline.
- f) Not condone, permit, or fail to report any breaches of the Code as outlined above by workplace participants under their supervision.

**Breaches of this code**

A breach of this Code may lead to disciplinary action including, but not limited to, termination of employment or services.

**Variations**

OGT Energy reserves the right to vary, replace or terminate this policy from time to time.

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**Policy version and revision information**

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