

CODE OF CONDUCT POLICY

This policy applies to all directors, officers, employees, contractors and visitors and serves as a guide for how you should conduct yourself as a member of the Autocare Services team.

The primary objective of this policy is to uphold the Autocare Services Company Values by always adhering to appropriate workplace behaviour standards and ensuring compliance with legal and regulatory requirements.

The key features of the **Code of Conduct Policy** are:

- a) You are required to be familiar with and adhere to the Autocare Services Values at all times.
- b) You must ensure that you behave appropriately in the workplace and whilst representing Autocare Services at external business and social functions. This includes conduct that is free from bullying, harassment (including sexual harassment) and discriminatory behaviour that may reasonably offend, harm or humiliate another person or group of people.
- c) You are required to be familiar with and adhere to the relevant laws, regulations, rules, policies and procedures that are applicable to your role and duties with the Company. This will help us to ensure we remain compliant in the way we operate and to minimise any breaches that may lead to health, safety, environmental, financial and/or reputational damage.
- d) You should take care when communicating utilising a company information system (e.g., MS Outlook, MS Teams) or using a company issued device (e.g., surface pro, mobile phone) and ensure the content and conduct of the parties engaged in the exchange is both appropriate and professional. Caution should be applied when using social media (e.g., Facebook, Instagram) and unless you are authorised or approved to make comments or post content on behalf of Autocare Services, then please refrain from doing so.
- e) You must declare to your manager any potential conflict of interest that arises between your position with the Company and your personal interests and associations, that may prevent you from acting objectively and in the best interest of the Company or results in you receiving benefits from a third party (e.g., money, gifts).
- f) If you are in doubt about your obligations under the Code of Conduct, you must seek clarification from your manager or HR representative. If you are unsure if a breach has occurred, then the following questions might help:
 1. Is it illegal?
 2. Does it feel like the wrong thing to do?
 3. Would you feel uncomfortable if others knew about it?
 4. Will it have the potential to create a negative perception of you or the Company?
- g) If you answer “YES” to any of these questions, then you must report it to your supervisor, manager, HR representative, Autocare’s internal legal team or the Company’s reporting hotline, **Stopline**.
- h) Breaches of the Code of Conduct will be investigated and if substantiated may result in disciplinary action up to an including termination of employment.



John Murray | Executive General Manager – Autocare Services