



CODE OF CONDUCT

At Bounty we conduct our business according to the highest standards of honesty, integrity, respect and fairness when dealing with our customers and employees. We require that all our employees and contractors meet these high standards also. Bounty takes seriously its obligations to comply with all federal, State and local government laws and regulations, as well as common law obligations, and again requires all employees and contractors to do the same.

This Code establishes the standards of behavior that should be met by all employees. Where these standards are not met, disciplinary action may be taken. In cases where a breach of the Code involves a breach of any law, then the relevant government authorities or police will be notified.

1. Commitment to the Company

To demonstrate our commitment to Bounty we:

- ensure our actions do not bring Bounty into disrepute
- disclose and resolve any conflicts of interest
- refrain from canvassing for private business during work hours
- do not disclose confidential information, or use information for our own gain or to disadvantage another
- refuse inappropriate gifts and benefits from customers or suppliers
- only transact and approve expenditure for which we are authorised
- do not abuse, deface or wilfully damage company property.

2. Respect for Others

In dealing with customers, suppliers, contractors, other employees and visitors to the workplace, we:

- abide by all safety rules and procedures operating within the Company and also comply with all relevant federal and State occupational health and safety laws in order to provide a safe and healthy workplace
- undertake occupational health and safety training, utilise protective clothing and safety equipment as instructed
- comply with employment legislation and support our workplace being free from discrimination, harassment, victimisation and bullying
- do not work when affected by alcohol or recreational drugs
- cooperate to meet all occupational health and safety obligations and report accidents, injuries, and unsafe practices in the workplace immediately to your manager/ supervisor.

3. Customer Service

When dealing with internal and external customers we:

- are honest, courteous and helpful
- actively consult with and listen to the customer
- provide prompt attention, accurate information and meet commitments
- ensure our appearance is appropriate to the job, wearing a uniform if required.

4. Teamwork

We work together towards our goals by:

- being punctual, and only leaving the workplace early after gaining prior approval
- reporting and accounting for any absences
- following lawful and reasonable instructions
- providing guidance and feedback to one another
- actively learning from one another, and seeking assistance when required
- sharing relevant information
- observing safe working practices and reporting hazards, accidents, injuries, and unsafe practices
- following procedures and instructions in the case of emergency.

5. Results

To ensure the quality of our work, we:

- observe the spirit and letter of the law, and company policies governing our work
- work to the best of our ability, giving proper attention and care to the job
- use materials, equipment and other resources wisely, and prevent their misuse.

6. Contacting Us

If you have any questions about this privacy policy, our privacy practices, or your privacy rights for any Australian members of Bounty, please contact our Company Secretary

Email: secretary@bounty.com.au

Address

Suite 301, 66 Hunter St, Sydney, NSW 2000

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