



Code of Conduct

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1.0 Code of Conduct

1.1 Introduction

At Bounty we conduct our business according to the highest standards of honesty, integrity, respect and fairness when dealing with our customers and employees. This policy includes directors, board members, company officers, managers, employees, volunteers, contractors and consultants, work experience students, commissioned agents and consultants (collectively referred to as 'Employees').

We require that all our employees meet these high standards. 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 document should be read in conjunction to related policies and procedures.

1.2 Objectives of this policy

- To have in place a clear and comprehensive Code of Conduct which establishes the standards of behaviour that should be met by all employees and contractors. 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.
- To ensure the Code of Conduct is enforced and applied consistently across the Company

2.0 Company Rules:

2.1 Principles

- All businesses require clear rules and procedures governing personal conduct to ensure the efficient operation of the business and to make sure all personnel understand the company's expectations. The following rules specify those actions which are prohibited and any employee who fails to observe these rules and procedures will be subject to the Disciplinary Procedure.

2.2 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

2.3 Attendance

- All employees are required to start work on time, to observe the proper times for breaks and to work until the scheduled end of their work day. Employees not able to attend work for any reason must make all reasonable efforts to advise their manager before their starting time on each day of absence. The manager must be advised of the reasons for the absence and the expected date of return to work.
- Absences due to sickness may require presentation of medical certificates.
- Where it is deemed appropriate by the Company, employees will be required to comply with procedures regarding time recording.

2.4 Performance of Duties

- Employees must carry out instructions given by a person authorised to give such instructions but no employee shall be required to do anything which might endanger themselves or any other person.
- Employees must apply themselves diligently to work during working hours and must not undertake other activities without the prior approval of their manager.
- Employees must not deliberately or carelessly do anything that will result in poor quality output or which may bring the Company into disrepute.

2.5 Alcohol and Prohibited Drugs

- All persons must present themselves fit for work, or, any business-related activity, at all times, including when travelling to and from the work place
- No alcohol is to be brought into the Company's premises or consumed during work hours.
- No prohibited drugs are to be brought into the Company's premises or consumed during working hours.
- Employees on prescription drugs which may impair their personal safety, or the safety of other persons, should report the matter to their manager to allow a proper evaluation to be made.
- Any employee who is suspected of having consumed alcohol or prohibited drugs and who, in the opinion of their Manager, is not capable of satisfactorily performing normal duties will be stood down, pending further investigation and possible disciplinary action.

2.6 Property

- Unauthorised removal or unauthorised possession of Company property or the property of other persons is strictly prohibited.
- A Manager shall be entitled, without warning, to inspect an employee's locker or bags but this shall only be carried out in the presence of the employee concerned, and in the presence of a witness.
- Wilful damage to property is not permitted.
- **Note:** All serious cases, particularly those related to unauthorised possession of property, will be referred to the Police. Any disciplinary action the Company may take is quite separate from, and in addition to, any action the Police choose to take.

2.7 Vehicles

- An employee shall only be authorised to drive a Company motor vehicle if he or she is in possession of a current drivers licence for the appropriate class of motor vehicle.
- Subject to the above, an employee may use Company vehicles for work related purposes provided their Manager has given prior permission.
- The Company is not responsible for any traffic violations whilst the vehicle is in the employee's care, other than those which are properly the responsibility of the vehicle owner.
- Unauthorised or irresponsible use of a Company vehicle, or a vehicle owned by a customer or supplier, is strictly prohibited.
- An employee whose duties require the driving of a motor vehicle may have their employment terminated in the event of conviction on a driving offence resulting in loss of licence.

- **Note:** Should an employee be involved in an accident while driving a company motor vehicle and be found to be at fault, the employee may face disciplinary action. Depending on the seriousness of the incident, and the circumstances surrounding the accident, this may include the employee being issued a final written warning or being dismissed. In addition, the employee shall be held liable to pay the cost of any repairs to (or replacement of) any of the vehicles involved that are not covered by insurance, including any excess payable to the insurance company.
- Where an employee is provided with a vehicle for the purposes of his or her job the provision of the vehicle is at the discretion of the Company and does not form part of that employee's remuneration. Where such a vehicle is provided the Company reserves the right to cease providing such a vehicle or modify or restrict its use in accordance with the needs of the business and in such a case no compensation shall be payable to the employee.

2.8 Internet/Email/Computers/Mobile Phones

- The Company provides Internet and email facilities for business purposes. The Company will sanction excessive or unreasonable personal use of such systems and may at any time audit email and data files.

Viruses

- Any employee who receives any email or files from somebody they do not know, or is suspicious about any email or files, must not open them but must contact the System Administrator immediately.

Unacceptable Use

- The use of Company Internet and email facilities for the following is expressly forbidden:
 - Distribution or saving of material that is illegal in Australia or country of destination.
 - Distribution or saving of material that negatively reflects upon a particular race, gender, religious belief, nationality, marital status or sexual orientation or is likely to cause offence.
 - Distribution of copyright material without permission of the author(s).
 - Distribution of material that may negatively reflect on the Company's reputation, or the issuing of unauthorised statements as being attributed to the Company.
 - Carrying out or attempting to carry out impersonation, misrepresentation of identity, forgery, substitution of mail, headers or any other identification marks.
 - Using Company computer systems for gambling or soliciting for personal gain or profit.

Social Networking and Mobile Phones

- Use of the Company's Internet facilities to access social media sites such as Facebook is prohibited during work hours, unless it is specifically approved for your role. Accessing such sites during working time on your business or personal mobile, making excessive personal mobile calls or SMS messages is also prohibited.

2.9 Security

- Employees must not send any confidential Company material to unauthorised persons. All documents and mailing addresses must be checked before the email is sent as mistakes can easily be made.

2.10 Health & Safety

- The Company is committed to providing a safe and healthy workplace, and to developing, maintaining and promoting a safe and productive workplace in all aspects of the Company's operations.
- Employees are required to work safely and observe all safety procedures.

2.11 False Declarations

- Wilfully making false declarations is strictly prohibited.

2.12 Personal Behaviour

- All employees are expected to conduct themselves in a socially acceptable manner. Specifically, threats, abuse or physical violence are strictly prohibited. Any conduct, whether verbal or physical, which causes

another to feel threatened, abused or in fear of physical violence is also strictly prohibited. Provocation will not be accepted as an excuse.

2.13 Harassment

- Harassment of any kind is not permitted. This includes sexual harassment, racial vilification and bullying. If an employee believes they have been subjected to harassment, they must report the matter to their manager as soon as possible so it may be investigated.

2.14 Discrimination

- Discrimination is unacceptable conduct and the Company regards any actions that constitute discrimination as serious misconduct, which could lead to disciplinary action taken against the individual or individuals concerned.

2.15 Equal Opportunity

- The company is committed to providing a workplace which is free from unlawful discrimination and which actively works towards removing barriers to individual employment and development.

2.16 Confidential Information

- Confidential information gained during the course of employment must not be released to persons who could materially affect the Company's interests.
- Employees must not, whether during the period of employment or afterwards, disclose to any person any confidential information relating to Company business.

2.17 Communication

- All external queries and comment in relation to an announcement are directed to the Chief Executive Officer
- All other statements to external representatives (including the media) relating to Company business are prohibited without the express approval of the Chief Executive Officer.

2.18 Continuous Disclosure & Shared Trading

- All information, including material events and milestones, that can materially impact the share price of the Company must be brought to the attention of a director or the Company secretary (secretary@bounty.com.au)
- Employees may not buy or sell Bounty shares except in designated "windows"

2.19 Other

- Any action, which by its nature and in light of reasonable community standards would be adjudged to be misconduct, is prohibited.

Breaches of these rules will be managed through the disciplinary procedure

3.0 Disciplinary Procedure

- The Disciplinary Procedure comprises the following steps:

Step 1: Preliminary Investigation

- In the event there is an allegation of misconduct or unsatisfactory work performance the manager, or his or her representative, will examine the allegation to determine whether or not there is any substance to the allegation.

Step 2: Advice to Employee

- Where the manager, or his or her representative, determines that the allegation has substance the employee concerned will be advised of the nature of the allegation, the potential impact on their employment if the allegation is sustained, their right to be represented and the fact that the matter will be fully investigated.

Step 3: Stand Down

- Where the seriousness or nature of the incident requires, the manager or his or her representative may stand down the employee and require the employee to remain available for discussions on the matter. However, a stand down is not, in itself, a disciplinary measure.

Step 4: Formal Investigation

- A formal investigation will then be carried out by the manager or his or her representative. Discussions will be held with all persons considered appropriate by the manager.

Step 5: Interview Employee

- The employee concerned will then be advised of the time, date and venue of a meeting to discuss the matter further. The employee will be reminded of his or her right to be represented in the meeting.
- When the meeting commences, the allegations will be described to the employee concerned, together with any and all information obtained during the investigation.
- During the employee interview the employee concerned will be given the opportunity to provide an explanation, make further submissions on his or her own behalf and ask questions.

Step 6: Consider Employee Explanation

- The meeting will be adjourned to consider the explanation and any other information provided by the employee. Further investigations will be conducted if required.

Step 7: Decision

- If the manager, or his or her representative, determines that the allegation is not substantiated no action will be taken against the employee. The employee shall then be free to resume duties as directed.
- If the manager, or his or her representative, determines that the allegation is substantiated, the appropriate form of disciplinary action shall be determined and applied.

In cases of serious misconduct the employee will be liable to dismissal without notice.

Less serious misconduct or unsatisfactory work performance will be subject to the following disciplinary action:

- In cases of unsatisfactory performance or the first instance of misconduct: a verbal warning may be given, which will be confirmed in writing.
- Where unsatisfactory performance continues after a verbal warning or there is a further instance of misconduct after a verbal warning or the level of misconduct justifies going straight to a written warning: a written warning may be given.
- Where unsatisfactory performance continues after a written warning or there is a further instance of misconduct after a written warning or the level of misconduct is sufficiently serious to justify going straight to a final written warning: a final written warning will be given.

- Where unsatisfactory performance continues after a final written warning or there is a further instance of misconduct after a final written warning, termination on notice will occur.

Step 8: Implementation

- The manager, or his or her representative, will then call a meeting to explain the decision to the employee concerned. The employee is entitled to be represented and/or have another person present as a witness.
- After the meeting the decision will be confirmed in writing.
- Each warning may be for unrelated matters. A copy of each warning will be kept on the employee's personal file.

4.0

Further information

- Any employ who requires further information about the Code of Conduct or the Disciplinary Procedure should contact any member of the Management Team.