

Code of Conduct

Rokon is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. Therefore, we require that all employees conduct themselves according to the highest standards of ethics, integrity and behaviour.

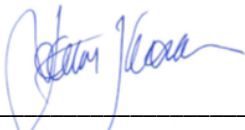
Employees are expected to:

- Comply with the law, all company policies, procedures, rules, regulations and contracts, and all reasonable and lawful instructions given by or on behalf of Management.
- Be honest and fair in dealings with customers, clients, co-workers, Rokon Management and the general public, and treat them with courtesy and respect.
- Be faithful and diligent, and actively pursue Rokon's best interests at all times.
- Attend work as per their employment contract, be punctual, observe correct breaks times and accurately report hours worked.
- Work in a safe and compliant manner and observe all occupational health and safety rules and responsibilities.
- Refrain from any discriminatory or harassing behaviour towards co-workers, Rokon Management, clients and the general public, including whilst using company provided internet and email systems, on the basis of personal characteristics including race, colour, disability, religion, pregnancy, age, marital status, sexual preference or political opinion/affiliation.
- Not make any statements to the media about Rokon's business, without Management approval.
- Not engage in conduct, whether during or after work hours, that in the opinion of the company causes damage or potential damage to Rokon's property or reputation.
- Not come to work or operate machinery while affected by use of prohibited drugs or alcohol.
- Not smoke in all premises, including company vehicles and plant. Should employees wish to smoke, they must do so away from Rokon premises and in their own break times.
- Respect Rokon's property and theft of any kind will not be tolerated.
- Use Company resources properly, responsibly and for legitimate work purposes only and seek permission before using Company property for personal purposes.
- Dress in an appropriate manner and ensure that appearance is presentable, clean, neat and tidy (including but not limited to wearing any uniform that is required by Rokon, such as PPE).
- Maintain the confidentiality of any Rokon information, records or other materials acquired during and after the course of employment.
- Report any conduct of other workplace participants which is in breach of any of our policies, or potentially in breach of any of the above, without delay.
- Immediately disclose any potential, perceived or actual conflict of interest (whether direct or indirect) that may give rise to a conflict with the performance of the employee's obligations to Rokon, or Rokon's business or reputational interests.

Failure to comply with this policy may result in disciplinary action, the termination of employment and involvement of the police as required.

This policy should be read alongside the **Workplace Behaviour Policy**. The **Managing Workplace Behaviour Procedure** outlines the process for investigating and resolving behaviour outlined in these policies.

This Policy shall be made available and explained to all employees at all sites on a regular basis.



MANAGING DIRECTOR
ROKON Pty Ltd

16 January 2024

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