

Code of Conduct Policy

1 Introduction

- 1.1 The ACOR Group of Companies ("ACOR") values and expects the honest, professional and ethical behaviour from its management, employees, clients, consultants, contractors and suppliers.

2 Scope

- 2.1 This Policy is applicable to all employees, customers, consultants, contractors and suppliers.
- 2.2 Employees are to comply with this policy at all times during work, when representing or acting on behalf of ACOR and at work related events and social functions or through the use of social media.

3 Policy Statement

- 3.1 It is our policy to conduct business in a professional manner with the highest standards of integrity and in accordance with applicable laws and regulations.
- 3.2 Behaviours and actions that ACOR support include:
- a) always acting with fairness, honesty and integrity;
 - b) being aware of and complying with all laws and regulations;
 - c) maintaining the highest standards of professional behaviour;
 - d) dealing honestly through all communications and interactions with internal and external parties;
 - e) striving to deliver quality products and services in accordance with contract requirements and Company standards;
 - f) reporting in an accurate and timely fashion;
 - g) being diligent in not accepting or offering courtesies to/from clients, contractors, suppliers or authorities for the purpose of obtaining favourable treatment or advantage;
 - h) avoiding or revealing to management any perceived or actual conflicts of interest; and
 - i) completing Company payments and other transactions accurately and ensuring they are accurately recorded on ACOR's books and records.
- 3.3 The company values of ACOR are:
- Caring
 - Excellence
 - Passion
 - Integrity
 - Collaboration
 - Courage

4 Obligations of Management and Employee

4.1 Management and employees will:

- a) comply with all legal, statutory and regulatory requirements including the codes of conduct of any professional and industry bodies with which ACOR is associated;
- b) at all times act with honesty, integrity, professionalism and propriety as ACOR depends for its business success on its reputation for integrity and on the trust and confidence of everyone with whom it deals;
- c) observe all Company policies and procedures, including the Workplace Health and Safety (WHS) policy and legislative requirements and ensure the safety of employees and the community at all times;
- d) prevent the unauthorised release of privileged information, including confidential information to do with matters of ACOR.

5 Obligation of Providers of Goods and Services

5.1 ACOR requires all product and service providers to:

- a) act in an open and non-fraudulent manner;
- b) prevent the unauthorised release of privileged or confidential information, such as commercial-in-confidence information;
- c) not discuss the dealings of ACOR with the media without first obtaining approval;
- d) respond to reasonable requests for advice and information by ACOR; and

not offer, or attempt to offer, ACOR nor its employee's any financial or other inducements which may lead to, or seen to be leading to, an unfair advantage in dealings with ACOR

6 Failure to Comply

6.1 An employee who does not comply with this policy will be subject to disciplinary action which may include termination of employment.

6.2 A person who does not comply with this Policy may be refused entry to ACOR premises and/or have their contract for service terminated.