

CODE OF CONDUCT



1 PURPOSE

The aims of this Policy are, as far as is reasonably practicable, to:

- (a) ensure that Employees and Contractors at the Workplace understand their obligations and do not engage in behaviour in breach of this Policy;
- (b) provide a framework for Employees and Contractors to make decisions and engage in behaviours that are ethical and appropriate for the Workplace;
- (c) reflect the Company's commitment to the highest standards of honesty and integrity;
- (d) outline the standards of conduct or behaviour expected at all times relevant to work and related responsibilities;
- (e) operate within the Applicable Laws and Related Documents; and
- (f) recognise that Employees and Contractors are ultimately responsible for their own behaviour.

2 COVERAGE

- (a) This Policy covers and applies to Employees (including Managers) and Contractors in Australia in relation to:
 - (i) behaviour at the Workplace;
 - (ii) the performance of work for, or in connection, with the Company; and
 - (iii) conduct outside the Workplace or working hours if the acts or omissions:
 - (a) are likely to cause serious damage to the relationship between the Company and an Employee, Contractor or Other Person at the Workplace;
 - (b) are incompatible with an Employee's or Contractor's duty to the Company; or
 - (c) damage or are likely to damage the Company's interests or reputation.

3 DEFINITIONS

Applicable Laws – all laws in connection with the carrying out of work or the Workplace including, but not limited to:

- (a) *Age Discrimination Act 2004 (Cth)*;
- (b) *Australian Human Rights Commission Act 1986 (Cth)*;
- (c) *Disability Discrimination Act 1992 (Cth)*;
- (d) *Fair Work Act 2009 (Cth)*;

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- (e) *Privacy Act 1988* (Cth);
- (f) *Racial Discrimination Act 1975* (Cth);
- (g) *Freedom of Information Act 1982* (Cth);
- (h) *Sex Discrimination Act 1984* (Cth);
- (i) *Workplace Gender Equality Act 2012* (Cth); and
- (j) *Work Health and Safety Act 2011* (Cth),

or any comparable and applicable legislation enacted by a State or Territory of Australia.

Conflict of Interest – an actual, potential or perceived conflict between duties, work or services provided to the Company and private interests of an Employee or Contractor, in which the Employee or Contractor has private interests which could improperly influence the performance of work, duties or services provided to the Company by that Employee or Contractor.

The Company – HS Fresh Food and any related body corporate.

Contractor – a person who carries out work for the Company in any capacity including:

- (a) as a contractor or subcontractor or an employee of a contractor or subcontractor;
- (b) an employee of a labour hire company who was been assigned to work at the Company;
- (c) an apprentice or trainee;
- (d) a student gaining work experience; or
- (e) a volunteer.

Employee – a person who carries out work for the Company as an employee of the Company.

Manager – a person at the Workplace who is appointed to a position that has management, supervisory or responsibilities for others.

Other Person/People at the Workplace – any person at the Workplace who is not an Employee or Contractor, including visitors, customers, and suppliers.

Sensitive Information – personal information, or an opinion relating to personal information, including but not limited to information or an opinion about a person's:

- (a) racial or ethnic origin;
- (b) political opinions;

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- (c) membership of a political association;
- (d) religious beliefs or affiliations;
- (e) philosophical beliefs;
- (f) membership of a professional or trade association;
- (g) membership of a trade union;
- (h) sexual preferences or practices;
- (i) criminal record; and/or
- (j) health information about an individual.

The Company Property – any real or tangible property (e.g., cash, motor vehicles, plant and equipment); and any intangible property (e.g., intellectual property and goodwill) owned by the Company or in the Company’s possession or control.

Workplace – any place where work is carried out for the Company.

4 RESPONSIBILITIES

- (a) Employees and Contractors must comply with this Policy.
- (b) If Employees and Contractors are unsure about anything in relation to compliance with this Policy, then before acting they must reasonably consider:
 - (i) discussions with other Employees, Contractors, Managers or other appropriate people to get an objective viewpoint;
 - (ii) where relevant, what they would do if it were their money, time or equipment in issue;
 - (iii) being on the ‘receiving end’ of their decision, action or omission;
 - (iv) whether they could adequately defend their actions to the Company;
 - (v) the potential consequences of their behaviours or decisions for other Employees, their family and the Company’s wider community including whether they would feel comfortable with it reported in the media; and
 - (vi) who will benefit? Will it be fair to the Company, the parties involved and to

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them?

If Employees or Contractors still have doubts about the correct thing to do, refer the matter to the Human Resources Department for advice, which can be given in confidence if necessary.

- (g) Managers are required to reasonably promote this Policy within their area of responsibility and take reasonable steps to ensure that any breaches or potential breaches of this Policy are identified, taken seriously and acted upon appropriately.

5 GENERAL PRINCIPLES

5.1 Acting with honesty and integrity

Acting with honesty and integrity will maintain the respect and confidence in the Company. To demonstrate honesty and integrity Employees and Contractors must:

- (a) treat Employees, Contractors and Other People at the Workplace with honesty, respect and courtesy;
- (b) not take improper advantage of their positions in order to obtain a benefit for others or themselves;
- (c) report dishonest, unethical, fraudulent or corrupt behaviour or maladministration by Employees, Contractors or Other People at the Workplace;
- (d) not seek or accept any type of unauthorised compensation, fee, commission or gratuity from a third party in connection with the operations of the Company;
- (e) not offer or accept a gift that creates, or may create, an obligation or may be reasonably construed as favouritism, discrimination, collusion or other unacceptable practices, or otherwise breaches any other policy;
- (f) not make or receive any bribes, kickbacks, inducements or other illegal payments of any kind for the benefit of any person or party in connection with obtaining orders or favourable treatment or for any other purpose in connection with the operations of the Company;
- (g) report in writing to an appropriate Manager (i.e., not one who is implicated in the relevant conduct) with full details of the background of any gifts received by Employees or Contractors; and
- (h) encourage and support good faith reporting of breaches of this Policy without retribution.

5.2 Acting with professionalism

Professionalism is conduct that fosters and preserves reputations as individuals and that of the Company. To demonstrate professionalism Employees and Contractors must:

- (a) not engage in, or tolerate behaviour in, breach of this Policy;
- (b) support, and not publicly criticise, decisions of the Company;
- (c) not undermine or bring the Company's integrity or reputation into disrepute;
- (d) work co-operatively as a team and treat Employees, Contractors and Other Persons in the Workplace with respect and dignity;
- (e) exercise diligence, best endeavours and sound judgment when carrying out their duties or providing services;
- (f) maintain a professional relationship with third parties when engaged as an Employee;
- (g) provide only the types and levels of service that they are competent and authorised to provide; and
- (h) not make unauthorised statements or commitments on behalf of the Company.

5.3 Acting in accordance with the law and policies and procedures

Employees and Contractors should act in accordance with the spirit and intent of the Applicable Laws governing the Company's activities and strive to be familiar with and comply with all relevant laws and policies and procedures. To demonstrate this commitment Employees and Contractors must:

- (a) respect and abide by all Applicable Laws, policies and procedures;
- (b) comply with all lawful and reasonable directions from authorised persons;
- (c) only act within their actual authority;
- (d) maintain the highest Environmental practices to demonstrate environmental leadership and comply with all regulatory requirements;
- (e) protect Company Property and, in particular, take care to avoid or minimise the possibility of theft or misuse of the Company's Property;
- (f) only use Company Property for Company purposes and in accordance with appropriate authorisations;
- (g) not use Company Property for private purposes unless authorised by the Company; and

- (h) comply with delegations, and other authorisations as directed.

5.4 Declaring and avoiding Conflicts of Interest

Conflict of Interests can jeopardise confidence in the Company. To demonstrate declaration and avoidance Employees and Contractors must:

- (a) not take on personal business, financial or other private interests that compete or conflict with the Company's interests;
- (b) inform the Human Resources Department as soon as they become aware of possible Conflicts of Interest involving themselves or others and provide all reasonable information about the possible Conflict of Interest and comply with any related directions;
- (c) reasonably seek approval from the Company before taking up other employment or engagements outside of their position with the Company;
- (d) declare any Conflict of Interest that could occur through shareholdings, ownership of real estate or being the trustee or beneficiary of a trust;
- (e) not use or take advantage of any of the Company's Property or information belonging to the Company for personal benefit or for the benefit of any other person; and
- (f) disclose to the Company's ownership of shares in a listed entity which deals with or competes with the Company.

5.5 Respect privacy and do not misuse information

Respecting privacy and not misusing information builds confidence in those who share information with the Company. To demonstrate respect for privacy and proper use of information, Employees and Contractors must:

- 1. not disclose Confidential Information to any person or entity without the prior written consent of the Company, except where required by law;
- (a) disclose, if required by law, Confidential Information (but not more than is necessary to discharge their legal obligations) to the relevant authority in a manner that is accurate and truthful. Before such disclosures are made, and if permitted by law, the Employee or Contractor must advise, to the extent permitted by law, the Company about the pending disclosure;
- (b) not use Confidential Information for the purpose of directly or indirectly obtaining personal gain or another benefit;
- (c) only access Confidential Information for authorised work-related tasks;
- (d) disclose to the Company situations that may create a Conflict of Interest before a

conflictarises, or if one does occur, immediately on becoming aware;

- (e) not encourage others to disclose Confidential Information or Sensitive Information or privileged information; and
- (f) ensure the secure collection, storage and disposal of Confidential Information and Sensitive Information regardless of its medium.

5.6 Strive to be good citizens and achieve community respect

The Company is committed to achieving excellence and aims to maintain public confidence and respect. To demonstrate this commitment Employees and Contractors must:

1. act in a professional and respectful way that enhances their professional reputation and the reputation of the Company;
 2. be aware that the choices they make in business activities may impact on other Employees, Contractors and Other Persons at the Workplace, the community and the environment and must take this into account when making decisions;
 3. promote the safety, welfare and well-being of Employees, Contractors and Other Persons at the Workplace in their behaviour;
- (a) commit to taking reasonable care to avoid acts and omissions that may adversely affect themselves, Employees, Contractors and Other Persons at the Workplace;
 - (b) aim to be socially, financially and environmentally responsible in the use of the Company's resources;
 - (c) work together to achieve the Company's goals and vision;
 - (d) perform their duties to the best of their ability and ensure work is carried out efficiently and effectively;
 - (e) commit to equality and diversity;
 - (f) strive to make a positive contribution to the Company, Employees, Contractors and Other People at the Workplace;
 - (g) consider the broader impact of their decisions on stakeholders; and
 - (h) report any corrupt or fraudulent conduct.

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