

The Board of Directors (“**the Board**”) of Tamawood Limited ACN 010 954 499 (“**the Company**”) has adopted the following Code of Conduct

### **1. Anti-bribery and Corruption**

- 1.1. You should be aware that some actions might be classed as criminal and result in legal action against you. These include bribery, fraud, abuse of public office, extortion, threats, reprisals and other unlawful behaviour.
- 1.2. Should you become aware of such behaviour in another employee, the matter must be reported immediately to a manager.
- 1.3. Managers and Directors are required to ensure that all activities of a potentially criminal nature are reported to the Company Secretary.

### **2. Conduct toward Customers**

- 2.1. Customers must be treated with courtesy and respect and provided with excellence in service.
- 2.2. Customer service policies must be implemented impartially, promptly and competently.
- 2.3. Customers must not be provided with information that is deceptive or misleading.

### **3. Workplace Health & Safety**

- 3.1. You have a legal responsibility to protect your own health and safety at work and to avoid adversely affecting the health and safety of any other person through any act or omission at work.
- 3.2. You must also, in so far as is reasonable:
  - (a) Obey any reasonable instruction that your employer may give in relation to health and safety at work;
  - (b) Use the equipment provided for health and safety purposes as indicated in their operating procedures; and
  - (c) Comply with any policy that applies at the workplace.
- 3.3. The consumption of alcohol or a drug may endanger your own safety or the safety of others. The Company has a zero tolerance policy on the consumption of alcohol or drugs. You must not be affected by alcohol or drugs during work hours.

### **4. Business Relationships**

All dealings with customers, suppliers and external parties shall be conducted in a professional and courteous manner.

Commitments to buy or sell on behalf of the Company must be made solely on sound commercial grounds having regard to quality, price and service and in accordance with the Company’s authorisation procedures.

- Act in accordance with the entity's stated values and in the best interests of the entity.
- Act honestly and with high regards of personal integrity.
- Act ethically and responsibly.

## **5. Conflicts of Interest**

The Company expects its employees to avoid any circumstances where their personal, financial or other interest may be in conflict (either directly or indirectly) with their responsibilities to the Company.

Any such conflict should be reported to the employee's supervisor or Managing Director. Similarly, any personal interests or obligations of employees which could create any suspicion that actions they take or decisions they make for the Company might be influenced by those personal interests should be reported to the Managing Director.

Employees shall not solicit or accept any benefits from any party in connection with any service or business of the Company. Equally, it is against the policy of the Company to secure business by creating a conflict of interest on the part of an employee of an organisation dealing with the Company.

This policy does not preclude the exchange of ordinary hospitality between persons (such as meals in the normal conduct of business) or the acceptance of unsolicited, non-cash gifts of minimal value where it is clear that the donor is not attempting to influence the recipient.

## **6. Whistleblower Policy**

The company has a whistleblower policy in place where employees can report any matter to the chair of the Nomination Committee. The main areas under the policy are:

- Any corruption or acts of fraud.
- Any dealings with external 3<sup>rd</sup> parties that are outside standard business practices
- Any bullying or harassment

The chair of the Nomination Committee will

- Safeguard the whistleblowers name.
- Conduct an investigation and report to the Board

The policy will be reviewed annually.