

Code of Conduct Policy



Revision	Approved by	Signed	Date
1	Chief Executive Officer		

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1 PURPOSE

The objective of this policy is to provide a central guide to support day to day decision making undertaken within Yindjibarndi Energy Corporation. It sets the standards and fundamental principles for appropriate ethical, responsible and professional behaviours of our Personnel.

2 APPLICATION

This policy applies to include:

- every employee, officer and director of YEC (Yindjibarndi Energy Corporation).
- every embedded contractor
- every other contractor is contractually bound to apply the Code when performing activities on behalf of YEC

3 PRINCIPLES

YEC seeks to maintain the highest ethical standards and professional conduct in both our internal interactions with one another and when representing the organisation to our stakeholders, our customers and the wider community.

As such, we are always expected to act consistently with the following principles:

- We put safety first
- We act with honesty, integrity and fairness and are accountable for our actions and decisions
- We comply with laws, regulations and our policies
- We act within our delegated authority
- We identify and manage conflicts of interest
- We respect, safeguard and do not misuse assets
- We ensure privacy and confidentiality of information and accurately maintain records
- We embrace diversity, treat others with respect and create an inclusive workplace culture
- We are committed to environmental sustainability.

3.1 Put safety first

We put safety first by respecting and taking care of each other and our community. We believe that everyone has the right to a safe workplace and to return home free from injury and harm. We understand that this goes beyond physical safety and covers overall health and wellness.

We have a Stop Work Authority. We expect all Personnel to speak up and stop work where they believe it is unsafe to proceed.

Personnel are responsible for ensuring they are fit for work when they attend the workplace. Western Power has set mandatory requirements for fatigue, drug and alcohol to ensure we can perform our work in a safe and competent manner and maintain a safe workplace.

3.2 Act with honesty

In performing our duties, honesty, integrity and fairness should guide our decisions in order to ensure YEC'S reputation is maintained.

We are expected to act in a professional manner by:

- performing our duties with care and diligence
- making business decisions in a fair, impartial and prompt manner, considering all available information and applicable compliance obligations
- dealing fairly with all our colleagues, customers, suppliers and stakeholders
- being accountable for our decisions and actions
- at all times, acting in the best interests of the company by avoiding conflicts of interest where possible and managing those which cannot be avoided
- ensuring business relationships are maintained in a manner consistent with the principles and philosophies contained within this Code.

3.3 Comply with laws

We comply with all legislation, regulations, codes of practice and Australian or other standards incorporated into legislation. Personnel must disclose to their formal leader, a Public Interest Disclosure Officer (PID Officer), a Forensic Specialist, contract manager or the Corporate Compliance Manager any illegal behaviour (such as theft, fraud, corruption, conspiracy and maladministration) that comes to their attention.

3.4 Act within delegated authority

YEC's Board has approved a Delegated of Authority Policy which authorise prescribed Personnel to undertake various activities on behalf of the business. Personnel have a responsibility to understand and act within any limits of any authority delegated to their position and any relevant associated company policy.

3.5 We embrace diversity

We recognize and embrace diversity among our people and community. We seek to understand, are accepting of, and have respect for all cultures and related heritage. We will not unlawfully discriminate on the grounds of:

- sex
- gender identity
- marital status

- sexual orientation
- pregnancy
- race or ethnic origin
- religious beliefs
- political beliefs
- disability
- family responsibilities
- family status
- age
- an employee or a member of the public raising a concern or making a complaint.

4 CONSEQUENCES OF CODE BREACH

All Personnel have the responsibility to report to their formal leader every breach of this Code, or any matter of serious concern, that they are aware of.

Any suspected or actual breach of this Code may also be reported by employees via the independent and confidential Whistleblower Hotline provided by Stopline:

Telephone: 1300 30 45 50

Email: makeareport@stopline.com.au

Online: <https://YEC.stoplinereport.com>

Mail: Yindjibarndi Energy Corporation, c/o Stopline Pty Ltd, PO Box 403, Diamond Creek, VIC 3089

Personnel who breach this Code or any of the policies, guidelines or procedures made under it, or Personnel who authorise or permit any breach by a subordinate, may be subject to disciplinary action, including dismissal.