

AUB Group Limited Code of Conduct

Effective 10 December 2020



1. Purpose

AUB Group Ltd (**AUB Group**) is committed to act in the interests of all its stakeholders, while it pursues its business objectives including the delivery of positive returns to shareholders, the maintenance of long term shareholder value, the provision of market leading services to our customers and treating our employees fairly. In order to achieve this, it is important that every director, officer, employee and contractor of AUB Group and its controlled entities (together **AUB Connected Persons**) conduct themselves with the highest ethical standards, in a manner consistent with current community and AUB Group's standards, and in compliance with all relevant legislation.

The purpose of this Code of Conduct is to set out the ethical standards expected of all AUB Connected Persons. This policy may also be adopted by any businesses in which AUB Group has a direct or indirect equity investment.

While the Code of Conduct is designed to ensure AUB Group delivers on its commitment to corporate responsibility and sustainable business practice, it does not create any rights in any employee, client, customer, supplier, competitor, shareholder or any other person or entity.

AUB Group's organisational values can be found on its website <https://www.aubgroup.com.au/site/who-we-are/our-values>.

2. Scope

This Code of Conduct applies to AUB Connected Persons and operates in conjunction with and should be read in the context of AUB Group's other policies and procedures as varied from time to time including but not limited to (as made available on the AUB Group website):

- Continuous Disclosure Policy;
- Securities Trading Policy;
- Whistleblowing Policy;
- Board Charter;
- Audit & Risk Management Committee Charter;
- Remuneration & People Committee Charter;
- Communications Policy;
- Dividend Reinvestment Plan Rules;
- Risk Management Framework;



- Nomination Committee Charter
- Anti-Bribery and Corruption Policy;
- Tax Governance Framework;
- Environmental and Social Governance Policy;
- Health and Safety Policy; and
- Diversity and Inclusion Policy.

3. AUB Group's Ethical Standards

3.1 Honesty and Integrity

Our reputation as a good corporate citizen can only be achieved and maintained if we act with honesty and integrity in all our dealings with relevant stakeholders including but not limited to:

- customers;
- suppliers;
- regulators;
- government agencies;
- shareholders;
- competitors; and
- colleagues.

Each AUB Connected Person must:

- act in the best interests of AUB Group and in accordance with AUB Group's values;
- act honestly, in good faith and in the best interests of AUB Group and not do anything to adversely affect its reputation;
- use due care and diligence in fulfilling the functions attached to his or her office and exercising the powers attached to that office;
- act with integrity in all of his or her dealings with or for the benefit of AUB Group;
- not make false statements, mislead directly or indirectly, whether by action or omission (including by not disclosing full information required by AUB Group's auditors in a timely manner);
- not discriminate, including on the grounds of a person's race, gender, religion, marital status, sexual preferences or disability;
- respect all people he or she has dealings with;



- deal with customers and suppliers fairly; and
- report any possible dishonest or fraudulent behaviour by our colleagues or customers to your manager or the Group Legal Counsel.

3.2 Conflicts of Interest

A conflict of interest occurs in situations where an AUB Connected Person's personal or professional interest is contrary to, or may appear to be contrary to, his or her duties and responsibilities to AUB Group. Conflicts of interest should be disclosed and managed and in certain cases avoided.

Each AUB Connected Person must act in accordance with AUB Group Conflicts of Interest & Related Party Transactions Policy, including but not limited to:

- not allow their personal or professional interests to conflict with his or her obligations towards AUB Group;
- avoid participating in decisions and activities which may be contrary to, or may appear to be contrary to, his or her duties and responsibilities to AUB Group;
- use the powers of office for a proper purpose, and not take improper advantage of his or her position to seek personal gain;
- not make improper use of information acquired in the course of his or her duties with AUB Group;
- use services and facilities provided to him or her by AUB Group only for the purpose and in accordance with the terms on which they have been provided;
- not participate (whether paid or unpaid) in employment or other activities outside of his or her employment with AUB Group (e.g. have involvement in other businesses or organisations including as an officer, investor, consultant or adviser) which may cause a potential conflict of interest; and
- not manage an account where an actual or potential conflict of interest exists. For example, AUB Connected Person must not manage his or her own account with AUB Group, or that of his or her family members or associates (or where they may otherwise benefit).

Any conflicts or potential conflicts of interest must be disclosed and managed in accordance with AUB Group's Conflicts of Interest & Related Party Transactions Policy.

3.3 Corporate Opportunities

AUB Connected Persons must not use AUB Group opportunities, property, information or their position to improperly gain an advantage for themselves or another third party. That includes information and property developed by them in the course of their employment within AUB Group.

While AUB Group operates an owner-driver business model, AUB Connected Persons must ensure that, unless approved by the appropriate board of directors, all corporate or business opportunities (including any



co-investment opportunities and any corporate or business opportunities relating to AUB Group's business) which are pursued, are pursued solely for the benefit of AUB Group.

3.4 Personal Gains and Gifts

AUB Connected Persons may only accept gifts and other benefits, and make use of AUB Group property, with caution, and only in accordance with the following guidelines and the AUB Anti-Bribery and Corruption Policy. Specifically, AUB Connected Persons:

- must not offer, provide or receive any gift, hospitality, travel or other benefits that may be seen as excessive or perceived to improperly influence a relationship or decision affecting AUB Group or its business;
- must not accept or offer commissions or payments which may be seen as bribery or fraud or contravene relevant laws or applicable regulatory policy; and
- may only use the services and facilities provided to them by AUB Group for the purpose and in accordance with the terms on which they have been provided.

Any gifts, hospitality, travel or other benefits which may be considered to breach the above guidelines or AUB Group's Anti-Bribery and Corruption Policy must be reported to your manager or the Group Legal Counsel.

Refer to AUB Group's Gifts and Entertainment Policy.

3.5 Confidentiality

AUB Connected Persons must respect the confidentiality of information obtained in the course of his or her employment or engagement with AUB Group, even after their employment with AUB Group ceases. AUB Connected Persons should observe the following guidelines in dealing with confidential information:

- not disclose information obtained during his or her employment or engagement to a third party unless authorised by the Board, management or required by the law to do so;
- not use confidential information for personal gain, including for the gain of their family members and friends;
- access confidential information for authorised and necessary work purposes;
- consistent with our Privacy Policy, respect the privacy of all people, and will do everything reasonably within their power to protect the confidentiality of information obtained by them in the course of their employment, including proper storage of information and protection of computer passwords; and
- refer all media enquiries to authorised AUB Group employees, and not respond directly.

Any breach of the above guidelines should be reported to your manager or the Group Legal Counsel.



3.6 Compliance with the Law and Company Policies

The AUB Group respects the law and is committed to the adherence to the spirit, as well as the letter, of all applicable laws, standards and regulations. AUB Connected Persons must:

- understand the laws and regulations which affect or relate to AUB Group's operations;
- not breach any applicable law or regulation, or licensing requirements or conditions, directly or indirectly, whether by action or omission;
- comply with this Code as well as all other policies of AUB Group;
- report to their manager, or the Group Legal Counsel any matters which they believe to constitute fraud, corruption, misconduct or other contraventions of applicable law or regulation, or licensing requirements or conditions. All issues can also be raised with higher management as required (who will assess the appropriate action to be taken in the circumstances); and
- co-operate fully with any internal investigations or external law enforcement or regulatory agencies if required.

AUB Group does not and will not tolerate any disadvantage or discrimination against anyone for raising concerns or reporting issues under this Code. You have AUB Group's commitment that, whenever possible, your privacy will be protected where you make a report under this Code. It is a breach of the Code for any employee to cause disadvantage to or discriminate against an employee who makes a report under the Code. The protection that AUB Group will make available to protect anyone making a report under this Code will vary depending on the circumstances.

For a full explanation of the circumstances applicable to whistleblowing and the protection available to whistle-blowers, please refer to the Whistleblowing Policy.

3.7 Professionalism and Work Environment

In addition, to acting ethically, AUB Connected Persons must seek to continually improve the quality of their work and their work environment and be accountable for their actions. AUB Connected Persons must:

- where required, engage in continuing education to improve the skills and knowledge relevant to their work, and to strive to deliver exceptional work and customer service;
- treat their work colleagues with respect, and not discriminate, including on the grounds of a person's gender, race, ethnicity, nationality, age, religion, marital status, sexual preferences or disability;
- not tolerate harassment, including sexual harassment or offensive language, or any form of bullying;
- cooperate with other colleagues to create a safe and healthy workplace;
- use the internet, email and phone resources in a professional, ethical and lawful manner. While some personal use is permitted, this is at the discretion of management and should be appropriately limited and consistent with any AUB Group Social Media Policy;



- consider the needs of people both now and into the future, as well as social, environmental and economic factors in decision making;
- make decisions which are in good faith and based on relevant information and justifiable; and
- be accountable for inappropriate conduct where it results in detriment to the company or another person.

4. Consequences of Breaching The Code

If you have reasonable grounds to suspect the Code has been breached, you are responsible for reporting that information.

AUB Group recognises that breaches of the Code may occur from time to time. It expects that any breach will be inadvertent and without intent. However, it should be clearly understood that any breach may result in disciplinary action or other penalties including, in certain circumstances, dismissal or termination.

AUB Group will inform the appropriate authorities where required by law or it is considered that there has been criminal activity or an apparent breach of the law.

The Board will receive information regarding any material breaches of the Code.

5. Who to Speak to if You Have Questions

If you have any queries regarding this Code, you should contact your manager or the Group Legal Counsel in the case of employees, or your relevant AUB Group contact in all other cases.

6. Review

The Committee will regularly review this Code of Conduct to ensure it remains appropriate to AUB Group and its ongoing effectiveness and consistency with AUB Group's objectives and responsibilities.

Any amendments to the Code of Conduct and membership are to be approved by the Board.

The Group Company Secretary is responsible for the up-keep, distribution and publication of this document.

7. Material Revisions

Version	Approval Date	Effective Date	Details
1.0	25 October 2016	25 October 2016	Policy approved by AUB Group Limited Board.
2.0	30 June 2020	1 July 2020	Policy approved by AUB Group Limited Board.



3.0	10 December 2020	10 December 2020	Policy approved by AUB Group Limited Board.
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