

JTH Asset Management Pty Ltd is committed to ensuring the health, safety, and wellbeing of all employees. This Code of Conduct Policy outlines the required standard of acceptable conduct and behaviour that is expected of all JTH employees whilst performing their duties on behalf of the Company. This required standard of acceptable conduct and behaviour supports the Company's ability to maintain public trust and confidence in the integrity and professionalism of the services provided to our valued customers and clients.

JTH aims to achieve these policy objectives by:

- Training and education - communicating Company expectations around what is acceptable and unacceptable actions and/or behaviour whilst at work.
- Demonstrating due diligence when investigating allegations of bullying and/or sexual harassment.
- Leading by example - managers and supervisors are expected to demonstrate a higher standard of professional behaviour and ethical conduct which forms the benchmark for employees to follow.
- Taking disciplinary action - to address any employees conduct found to be in breach of this policy.

JTH employees are expected to:

- Treat their co-workers, supervisors, managers and our clients with courtesy, patience and respect.
- Abide by all JTH's policies, procedures and applicable rules.
- Abide by all Site safety protocols and relevant laws, such as QLD's road traffic rules, etc.
- Report cases of bullying and/or sexual harassment to the supervisor or HSEQ Manager.
- Present for work in a 'fit for work' state, not impaired by alcohol or other drugs.

A full description of the standard of behaviour expected of employees is outlined in JTH's Code of Conduct Procedure which also stipulates what constitutes unacceptable behaviour in the workplace, including what disciplinary action(s) are to be taken when a breach occurs.

This policy statement shall be displayed at our JTH office in Mackay and is communicated to employees during our Safety Induction, and accessible via our Company website. We will review this policy periodically to ensure it remains relevant to the needs of the Company and our clients.

The directors of JTH Asset Management endorse this policy to confirm their personal commitment to achieving a safe work environment by ensuring employees adhere to our behavioural standards so that community members, the Company and our valued customers are not negatively impacted if a problem or situation involving an employee's conduct were to arise.

JTH IS COMMITTED TO PROVIDING A SAFE & RESPECTFUL WORKPLACE THOROUGH RESPONSIBLE  
MANAGEMENT

**Jason Trannore** | Director

**Dan Hollis** | Director

*Always refer to SharePoint for the latest version*

Document Number: JTH-POL-0004 | Revision Number: 2 | Revision Date: 20/02/2025 | Page 1 of 1