

JTH Engineering 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 Engineering 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.

Management aims to achieve these policy objectives by:

- Providing 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.

Employees are expected to:

- Treat their co-workers, supervisors, managers and our clients with courtesy, patience and respect.
- Abide by all Company 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 and/or management.
- 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 Engineering'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 Townsville office and is communicated to employees during our Safety Induction, and accessible via the Company website. We will review this policy periodically to ensure it remains relevant to the needs of the Company and our clients.

The directors and senior managers of JTH Engineering 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 ENGINEERING IS COMMITTED TO PROVIDING A SAFE & RESPECTFUL WORKPLACE THROUGH  
RESPONSIBLE MANAGEMENT**