

# KutMor Code of Conduct

<b>Effective Date</b>	01 <sup>ST</sup> JANUARY 2023
<b>Responsible Position</b>	General Manager
<b>Policy Applies to</b>	All KutMor Business Groups, Functions and Subsidiaries
<b>Exclusions</b>	NONE

## Policy Statement

At KutMor we are committed to achieving long term sustainable value for our shareholders, developing our employees, providing quality services, and continually seeking improvement. Employees and personnel engaged on KutMor activity belong to an organisation with strong values that underpin the way we work. The Code of Conduct applies to all personnel engaged on KutMor activity and contains our expectations for professional and personal conduct while performing duties as an employee or on behalf of KutMor. Compliance with our Code of Conduct provides the foundation upon which success is built and our professional reputation is enhanced.

## Purpose

The purpose of the Code of Conduct is for:

- Compliance – ensure employees and affiliates understand and comply with KutMor’s behavioural expectations.
- Marketing - serves as a public statement of what the company stands for and its commitment to exacting standards and professional conduct.
- Risk Mitigation – reduce financial and reputational risks associated with inappropriate or unethical conduct by demonstrating the company has documented and communicated conduct expectations.
- Accountability – expect all employees and affiliates to familiarize themselves with and act in accordance with the KutMor Code of Conduct.

## Guidelines and Principles

The Code of Conduct contains KutMor’s expectations of everyone conducting work for KutMor. It has been developed based on the following key principles:

- KutMor’s Vision, Values and Behaviours are the principles that guide the organisation’s aspirations and uphold business expectations through conduct of our operations and business activities.
- As an employee or affiliate of KutMor, everyone is responsible for conducting themselves in a way that will not undermine public confidence in KutMor.
- Adherence to the Code of Conduct supports the provision of a safe, enjoyable, and productive work environment.
- The Code of Conduct guides daily decisions, actions, and treatment of others.

## Accountability and Responsibility

The Code of Conduct, Procedures, Tools, and Guidelines are documented in the Human Resource Manual. Adherence to the Code of Conduct is mandatory. The HR Function is accountable for monitoring the implementation of the Code of Conduct Policy with Line Managers responsible for ensuring compliance.

*Approved on behalf of the KutMor Board of Directors*

**Chairperson – Board of Directors**

**Sakai Kei**

**Independent Director**

**Glenn Darnley-Stuart**