



# Code of Conduct

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**Reliance Worldwide Corporation Limited**

**ACN 610 855 877**

Adopted by the Board on 26 June 2020

# Code of Conduct

## Part A – Scope and application

### 1 Purpose

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Reliance Worldwide Corporation Limited (“RWC” or “the Company”) is committed to a high level of integrity and ethical standards in all business practices. Employees must conduct themselves in a manner consistent with current community and Company standards and in compliance with all relevant legislation.

The Code of Conduct outlines how the Company expects its representatives to behave and conduct business in the workplace on a range of issues. It includes legal compliance and guidelines on appropriate ethical standards. The Code of Conduct applies to all entities in the RWC Group.

The Code of Conduct should be read in conjunction with RWC’s values which are published on the website (rwc.com) and intranet (S.I.M.O.N.). All employees are expected to act in accordance with these values and in RWC’s best interests.

The objective of the Code of Conduct is to:

- provide a benchmark for professional behaviour throughout the Company;
- support the Company’s business reputation and corporate image within the community; and
- make directors, senior executives and employees aware of the consequences if they breach the policy.

We regularly monitor and test our policies under this Code of Conduct to ensure our commitments remain relevant, effective and consistent with our stakeholders’ expectations. The Code of Conduct is periodically reviewed to check that it is operating effectively and to identify if any changes are required.

While the Code of Conduct is designed to ensure the Company 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.

Material breaches of the Code of Conduct will be reported to the RWC Board or a committee of the Board.

### 2 Who the Code applies to

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An employee of any entity in the RWC group must comply with this Code of Conduct. A reference to ‘employees’ includes temporary employees, contractors and Company directors.

The Code of Conduct applies to all business activities with suppliers, contractors, customers, shareholders and employees in Australia and overseas.

Responsibility lies with every person covered by the Code of Conduct to conduct themselves in accordance with the Code of Conduct.

Some employees may also have additional responsibilities relating to the Code of Conduct (see below).

<b>Position</b>	<b>Responsibility</b>
<b>Employees</b>	<p>It is the employee's responsibility to:</p> <ul style="list-style-type: none"> <li>• comply with the Code of Conduct;</li> <li>• act at all times in the best interests of RWC, with honesty, strict integrity and according to legal and approved Company business practices; and</li> <li>• raise any concerns or issues with their Manager and/or their Human Resources Manager.</li> </ul>
<b>Manager</b>	<p>It is a Manager's responsibility to:</p> <ul style="list-style-type: none"> <li>• communicate the Code of Conduct to employees;</li> <li>• take a leadership role in observing and promoting the behaviour and standards in the Code of Conduct and related policies; and</li> <li>• take immediate action where an employee reports a potential breach of the Code of Conduct or where the Manager observes a potential breach.</li> </ul>
<b>Human Resources</b>	<p>It is the responsibility of Human Resources to:</p> <ul style="list-style-type: none"> <li>• conduct preliminary investigations in relation to potential breaches of the Code of Conduct; and</li> <li>• review and recommend updates of the Code of Conduct and related policies as required; and</li> <li>• conduct regular training on the Code of Conduct for employees.</li> </ul>
<b>Audit and Risk Committee</b>	<p>It is the responsibility of the Audit and Risk Committee to:</p> <ul style="list-style-type: none"> <li>• review and discuss with management the overall adequacy and effectiveness of the RWC's legal, regulatory and ethical compliance programs;</li> <li>• review the procedures the Company has in place to ensure compliance with laws and regulations (particularly those where non-compliance would have a material adverse impact on the Company); and</li> <li>• review the Company's policies and culture with respect to the establishment and observance of appropriate ethical standards (including the Code of Conduct).</li> </ul>

### 3 How the Code interacts with other Company policies

The Code of Conduct should be read in conjunction with all Company policies including the:



- Continuous Disclosure Policy;
- Securities Dealing Policy;
- Privacy Policy;
- Gift Policy;
- Anti-Bribery and Anti-Corruption Policy; and
- Whistleblowing Policy

Copies of these policies are available on the Company's intranet (S.I.M.O.N.).

The Company continually assesses and upgrades its policies and procedures to ensure compliance with corporate governance requirements. You will be notified of any material changes to the policies and procedures.

## 4 What to do if you suspect the Code has been breached

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### (a) Reporting channels

You are encouraged to report to your Manager any behaviour or situation which you believe breaches or potentially breaches the Code of Conduct, policies or the law.

Alternatively, you can report unacceptable behaviour to your Human Resources Manager.

The Whistleblowing Policy sets out reporting procedures for certain types of behaviours. Please refer to the Group policy and/or local jurisdiction whistleblowing policies.

### (b) Whistleblower protection

RWC has an approved Whistleblowing Policy. Local jurisdiction whistleblowing policies may also apply. These policies are available on the intranet (S.I.M.O.N.). Please refer to these documents for the types of behaviours covered and the reporting processes to be followed. In summary:

The Company is committed to ensuring that you are not disadvantaged or discriminated against for reporting unacceptable behaviour in good faith.

Wherever possible, your calls, notes, emails and other communications will be dealt with confidentially. You have RWC's commitment that, whenever possible, your privacy will be protected where you make a report under the Code of Conduct or Whistleblowing Policy, subject to legal requirements and obligations.

It is a breach of the Code of Conduct for any employee to cause disadvantage to or discriminate against an employee who makes a report under the Code of Conduct or the Whistleblowing Policy ('whistleblower'). Examples of disadvantage and discrimination include:

- reprisals, harassment or victimisation;
- demotion or dismissal or loss of opportunity for promotion; and
- current or future bias.

The protections that the Company will make available to protect whistleblowers are set out in the Whistleblowing Policy and will vary depending on the circumstances, but may include:

- ensuring confidentiality in the investigation and protecting the whistleblower's identity;
- monitoring and managing the behaviour of other employees;



- offering a leave of absence while a matter is investigated;
- relocating employees (which may, but will not necessarily, include the whistleblower) to a different working group or department; and
- rectifying any detriment a whistleblower has suffered.

**(c) Investigations**

Preliminary investigations of reported breaches of the Code of Conduct are administered by Human Resources in the first instance.

If a breach of the Code of Conduct is found to have occurred, a formal investigation process is administered by Human Resources in consultation with the supervisor or manager of the offending person.

In the investigation process, all employees are expected to cooperate with the directions of Human Resources.

Investigations of reports made under the Whistleblowing Policy are made and administered in accordance with the processes contained in that policy.

## 5 Consequences of breaching the Code of Conduct

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The Company recognises that breaches of the Code of Conduct may occur from time to time. We expect 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 extreme circumstances, dismissal or termination of the contract or engagement.

The Company will act objectively and in accordance with any applicable provisions or requirements in an employment contract.

The Company reserves the right to inform the appropriate authorities where it is considered that there has been criminal activity or an apparent breach of the law.

## 6 Who to speak to if you have questions

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The Code of Conduct does not include:

- every ethical issue that an employee might face; nor
- every law and policy that applies to the Company.

In representing the Company, you are expected to act in a manner consistent with the key values underpinning the Code of Conduct, namely:

- actions must be governed by the highest standards of integrity and fairness;
- decisions must be made in accordance with the spirit and letter of the applicable law; and
- business must be conducted honestly and ethically, utilising best skills and judgment, and for the benefit of customers, employees, shareholders and the Company alike.

If you have any questions regarding the Code of Conduct or any of the Company's policies at any time, you should contact your Manager and/or Human Resources Manager.

## Part B – Your obligations

### 1 Compliance with laws and regulations

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You should be aware of, and comply with, your duties and obligations under all laws and regulations relating to your work.

We encourage you to:

- actively understand the laws which affect or relate to the Company's operations;
- maintain your knowledge of the laws and regulations, as well as to increase your awareness of relevant legal and industry developments; and
- interpret the law in a way which reinforces the Company's reputation for integrity.

If you have a question as to whether particular laws apply or how they may be interpreted, please contact your Human Resources Manager or RWC's Group General Counsel.

### 2 Fair trading and dealing

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The Company aims to maintain a high standard of ethical behaviour in conducting business and to behave with integrity in all dealings with customers, shareholders, government, employees, suppliers and the community.

When dealing with others, you must:

- perform your duties in a professional manner;
- act with the utmost integrity and objectivity; and
- strive at all times to enhance the Company's reputation and performance.

You are encouraged to familiarise yourself with the legal requirements applying to fair trading and dealing, and to undertake training or attend seminars to develop and maintain your knowledge so that you can act in accordance with those requirements.

If you have a question or wish to report a breach of fair dealing requirements, please contact your Human Resources Manager.

### 3 Conflicts of interest

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You are responsible for notifying the Company of any conflicts of interest (actual or potential). If you are concerned that you may have a conflict of interest you should disclose that interest and discuss the matter with your Human Resources Manager.

**(a) What is a conflict of interest?**

A conflict of interest exists where loyalties are divided.

You may have a conflict of interest if, in the course of your employment or engagement with the Company:

- any of your decisions lead to an improper gain or benefit to you or your associate; or
- your personal interests, the interests of an associate, or relative, or obligation to some other person or entity, conflict with your obligation to the Company.

The following are some common examples that illustrate actual or apparent conflicts of interest that you must avoid. The examples are intended to be a guide only.

**(b) Improper personal benefits**

Conflicts of interest can arise when you or a member of your family receive improper personal benefits as a result of your position. You and your relatives should not give unreasonable gifts to, or receive unreasonable gifts from, the Company's customers or suppliers or others with whom the Company interacts.

We encourage you not to accept a gift (of any kind or value) in circumstances where your business judgment might appear to have been compromised, or where you or the Company would be embarrassed if the gift was made public.

The Company has dealings with companies based in countries where gift giving has important cultural significance and plays an important role in business relationships. While you should be aware and respectful of such cultural practices, we encourage you to remain mindful of the Company's policy in this regard.

If you are in doubt as to the appropriateness of a gift, please check with your Manager or Human Resources Manager. Please also refer to RWC's Gift Policy and Anti-bribery and Anti-Corruption Policy.

**(c) Financial interests in other businesses**

You should avoid having a significant ownership interest or personal financial interest in any other enterprise if that interest compromises or appears to compromise your loyalty to RWC.

You must disclose all personal financial interests that you or members of your family have in organisations which have established, or are attempting to establish, a business relationship with RWC or which compete with RWC.

Personal financial interests include, among other things, interests resulting from the following relationships:

- officer, director, employee or independent contractor;
- ownership of shares or other equity interest;
- debtor or creditor (other than in respect of personal financing arrangements with a recognised financial institution, such as mortgages); or
- lessee or lessor.

Ownership of less than one percent of the common or ordinary shares in an entity is not normally considered a conflict.

If you have any doubt about personal financial interests, consult with either your Human Resources Manager or RWC's Group General Counsel.

**(d) Corporate opportunities**

You must not take advantage of property, information, or other opportunities arising from your position in RWC.

For example, if you learn of a business or investment opportunity through the use of corporate property or information or your position within the Company, you should only participate in the business or make the investment after obtaining appropriate written approval. Please contact your Human Resources Manager in the first instance for details of the written approval to be obtained.

As a general principle, you should only participate in a joint venture, partnership or other business arrangement with the Company with RWC's written approval.

**(e) Conflict of interest arising from a personal relationship**

Employees who have the responsibility for or authority to affect the careers or employment of other employees should perform their functions free from any conflict of interest arising from a personal relationship.

For example, a conflict of interest will arise from a personal relationship if you have a family, business or personal relationship (including a personal financial interest, sharing living quarters or a romantic relationship) with any other employee within the Company and that relationship causes, or might reasonably be anticipated to cause, an inability on your part or their part to perform responsibilities objectively and impartially as far as the other party to the relationship is concerned.

You must disclose any conflict of interest arising from a personal relationship to either your Manager or your Human Resources Manager. Such disclosures will be treated confidentially.

**(f) Outside memberships, directorships, employment and public office**

The Company supports involvement of its employees in community activities and professional organisations. However, outside employment or activities must not conflict with an employee's ability to properly perform their work for the Company, nor create a conflict (or the appearance of a conflict) of interest.

Before accepting outside employment or a position on the board of directors of another company or non-profit organisation, you must carefully evaluate whether the position could cause, or appear to cause, a conflict of interest. If there is any question, consult your Human Resources Manager.

You must obtain prior written consent from RWC where the proposed employment or position relates to an outside organisation that has or seeks to have a business relationship with the Company or competes with services provided by the Company.

You may accept public office or serve on a public body in your individual private capacity, but not as a representative of the Company unless authorised by the Board. If such public office would require time away from work, you must comply with Company policies regarding leave of absence and absenteeism.

**(g) Use of company name**

It is the Company's policy to make available to all employees any Company discounts with suppliers or other businesses that may be passed on to employees. However, you may not use the Company's name or purchasing power to obtain personal discounts or rebates unless the discounts or rebates are made available to all employees.

## **4 Improper use or theft of Company property, assets and email**

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You are responsible for protecting any Company property and assets that are under your control and you should safeguard them from loss, theft and unauthorised use.

Company property and assets includes cash, securities, business plans, third party information, intellectual property (including computer programs, software, models and other items), confidential information, office equipment and supplies.

You must not:

- use Company property and assets for any unlawful purpose or unauthorised personal benefit;
- remove Company property and documents from official premises without a good and proper reason. If required to be removed, they should be stored in a secure manner and covered by appropriate insurances; and
- make improper disclosure, including inadvertent or careless disclosure, of competitive business strategies and plans, special methods of operation and other information that is of competitive value to the Company. If you are unsure whether information is of a confidential nature, seek advice from your Manager or your Human Resources Manager before any disclosure is made.

## 5 Privacy

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The Company respects your privacy and the privacy of others.

You should familiarise yourself with, and comply with:

- the privacy laws of Australia and, where applicable, the jurisdiction of your business unit; and
- the Company's privacy policies which detail the appropriate use of personal information.

If you have any questions in relation to privacy, please contact your Human Resources Manager.

## 6 Public communications and disclosures

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You are responsible for the integrity of the information, reports and records under your control and you are expected to exercise the highest standard of care in preparing materials for public communications.

Those documents and materials should:

- comply with any applicable legal requirements;
- fairly and accurately reflect the transactions or occurrences to which they relate;
- not contain any false or intentionally misleading information, nor intentionally misclassify information; and
- be in reasonable detail and recorded in the proper account and in the proper accounting period.

Media statements and official announcements may only be made by persons authorised under the Continuous Disclosure Policy. If you receive a request for information and you are not authorised to respond to the enquiry, refer the request to the appropriate person. Unless the Company Secretary has given prior written consent, employees and associated parties must not participate in public forum discussions (including internet-based forums and social media platforms) where the subject matter is related to the Company, its competitors or the industry in which the Company operates.

The Company has adopted the Continuous Disclosure Policy as a means of ensuring compliance with its disclosure and communication obligations under the *Corporations Act 2001* (Cth) and the ASX Listing Rules. The aim of the Continuous Disclosure Policy is to keep the market fully informed of information that may have a material effect on the price or value of the Company's securities, and to correct any material mistake or misinformation in the market.

Please ensure that you are aware of the requirements of the Continuous Disclosure Policy and, if it applies to you, you must act in accordance with the policy.

## 7 Employment practices

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### (a) **Equal opportunity and anti-discrimination**

The Company is committed to:

- equal employment opportunity;
- compliance with the letter and spirit of a full range of fair employment practices and anti-discrimination laws; and
- a workplace free from any kind of discrimination, harassment or intimidation of employees.

The Company will promptly investigate all allegations of harassment, bullying, victimisation or discrimination and will take appropriate corrective action. Retaliation against individuals for raising claims of harassment or discrimination will not be tolerated.

### (b) **Occupational health and safety**

The Company is committed to maintaining a healthy and safe working environment for its employees. All appropriate laws and internal regulations (including occupational health and safety laws) should be fully complied with. All people have obligations to assist in ensuring that this situation is maintained at all times.

Misusing controlled substances or alcohol or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs on the job will not be tolerated.

You should familiarise yourself with the Company's occupational health and safety policies and all relevant procedures to ensure the workplace is safe and without risk to the health of others and yourself. You should follow any lawful and reasonable instructions consistent with those policies and those procedures.

### (c) **Company reputation**

Employees must not act in any way that could cause harm to the Company's reputation or market position during or after their employment. Employees have a duty to act in a manner that merits the continued trust and confidence of the public.

### (d) **Securities trading**

The Company is committed to upholding fair and ethical securities trading practices complying with all laws and avoid any conflicts of interest.

Employees must not:

- use any price-sensitive information (which is not generally available to others) in deciding whether or not to buy or sell the Company's securities;
- deal with the Company's securities when in possession of price-sensitive information about the Company which has not been publicly disclosed; and
- act contrary to the Company's Securities Dealing Policy in dealing in securities (which provides guidance on when employees are likely to possess price-sensitive information).

You should familiarise yourself with the Company's Policy in dealing in securities and ensure you act in accordance with it in conducting any dealing in the Company's securities.

**(e) Bribes, inducements and commissions**

You must not pay or receive any bribes, facilitation payments, inducements or commissions (this includes any item intended to improperly obtain favourable treatment or avoid unfavourable circumstances).

You must not give or receive any unreasonable gifts (see section 3 of this Part B – 'Conflicts of interest') or otherwise act in an unethical way. Remember that agreeing not to act may have the same ramifications as acting in an unethical way.

Please ensure you are familiar with the Company's Anti-Bribery and Anti-Corruption Policy. It is against RWC's policy to participate in any form of corruption or bribery. Neither RWC nor outside parties acting on the Company's behalf will be permitted to bribe another party to gain any benefit for the Company. Among other things, Division 70 of Australian Criminal Code Act, the United States Foreign Corrupt Practices Act, and the U.K. Bribery Act and the laws of other countries in which RWC operates make it illegal to offer or pay a bribe to a public official for a business favor or to gain an improper business advantage. The term "public official" includes employees of any government agency, government-owned business (such as state-owned enterprises), or political party, plus any political candidate. Bribes encompass giving anything of value. RWC's policy also prohibits giving facilitating or expediting payments to public officials.

## 8 Community

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**(a) Contribution to the community**

The Company is a responsible corporate citizen and actively supports the communities in which we live and work. Each employee is expected to uphold the Company's commitment to pursue good corporate citizenship while engaging in its corporate activity.

You must abide by all local laws and regulations, and are expected to respect and care for the environments in which the Company operates.

The Company supports and encourages you to actively contribute to the needs of the community. If you wish to make such a contribution (such as donations or sponsorship) on behalf of the Company, consult your Human Resources Manager for approval.

**(b) Environment**

The Company is committed to doing business in an environmentally responsible manner and identifying environmental risks that may arise out of its operations.

If you are aware of, or suspect, an action that is not environmentally responsible or in breach of the applicable laws and regulations, report the matter in accordance with section 4 of Part A – ‘What to do if you suspect the Code has been breached’.

**(c) Politics**

You may voluntarily participate in the political process as an individual. We ask that you do not engage in actions that could cause someone to believe that your actions reflect the views or position of the Company, if that is not the case.