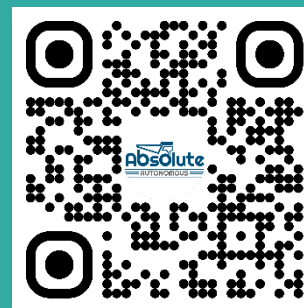


# Absolute Autonomous Code of Conduct Policy

2023 Version 1

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## **Purpose**

Absolute Autonomous will provide this code of conduct document to all employees and service providers. This code establishes the business practice of all employees and representatives for Absolute Autonomous.

## **Scope**

This company policy applies to employees of Absolute Autonomous Pty Ltd. Subject to a provision contained within a specific contract to act on Absolute Autonomous's behalf, this policy also applies to any person or contractor operating as an 'Agent' for Absolute Autonomous. Collectively, these agents will be included as employees for the purposes of this policy only.

Furthermore, nothing in this policy precludes Absolute Autonomous from terminating the employment of an employee in accordance with the provisions of the employee's employment contract or workplace agreement.

## **Content**

Absolute Autonomous provides guidelines and policies that together set out the legal and ethical standards for all employees. This document is designed to guide employees and stakeholders as to their responsibility and accountability for reporting and investigating any accounts of unethical practices in order to maintain confidence in Absolute Autonomous's integrity as a company. It is important for Absolute Autonomous and its employees to comply with the rules of the business community.

It is the expectation of any employee and stakeholder to have thoroughly read and understood any of the documentation and agreements that form the complete code of conduct for Absolute Autonomous. The company's values create the environment in which it conducts business, engages with business partners, and provides a platform for communication standards which are ethical and abide by policies and requirements for the communities in which Absolute Autonomous operates.

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Absolute Autonomous employees must read each of the following sections carefully.

**1) Understand and follow the rules and policies:**

Follow the rules at all times set by local laws and any of the company policies or procedures. These rules must not be broken regardless of the conditions, or any requests made to break them.

**2) Know the rules:**

Ignorance of the rules is no excuse. It is an employee's expectation to understand all policy information and clarify any areas of uncertainty with their manager.

**3) Never cover up breaches:**

If a breach has been made through a mistake or failure, it must not be covered up. A manager must be notified of the breach within a 24hr period of it occurring.

**4) Implement Correction and Prevention:**

Where a breach has occurred, there must be measures in place to correct and prevent a similar event.

**5) Reporting of breaches:**

If an employee becomes aware of a breach, they must report it to their manager with the knowledge that no unfavourable action will be taken, provided that the breach is reported in accordance with the **Code of Conduct**. No person who reports a breach will be subject to any form of harassment or victimisation.

**6) Compliance with Bullying, Discrimination and Harassment Policy:**

Any form of behaviour in breach of this policy will not be tolerated under any circumstances.

**7) Business Partnerships and Slave Labour:**

Absolute Autonomous will not create a business partnership with a company that engages in slave labour activities either directly or through a third-party.

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## **8) Conflicts of Interest:**

Absolute Autonomous expects all employees, agents, and directors to always act in the best interests of the company.

### ***Definition of Conflict of Interest***

A conflict of interest exists when an employee, agent, or director's personal interests or relationships could influence or appear to influence their ability to act in the best interests of Absolute Autonomous. A conflict of interest may arise when an individual's personal interests or relationships compete with their obligations to the company.

Examples of Conflicts of Interest Conflicts of interest may arise in many different forms, including but not limited to:

- **Financial Interests:** Employees, agents, or directors who have a direct or indirect financial interest in any company that does business with Absolute Autonomous.
- **Personal Relationships:** Employees, agents, or directors who have a personal relationship with any company that does business with Absolute Autonomous.
- **Outside Employment:** Employees, agents, or directors who engage in outside employment that conflicts with their duties and responsibilities to Absolute Autonomous.
- **Gifts and Entertainment:** Employees, agents, or directors who receive gifts or entertainment from vendors, customers, or other parties that could influence their business decisions.

### ***Disclosure and Management of Conflicts of Interest***

All employees, agents, and directors must disclose any actual or potential conflicts of interest to management or a customer workplace representative. Disclosure should be made in writing and should include all relevant information about the conflict.

### ***Consequences of Failing to Disclose a Conflict of Interest***

Employees, agents, and directors who fail to disclose a conflict of interest may be subject to disciplinary action, up to and including termination of employment. Failure to disclose a conflict of interest may also result in legal action against the individual and the company.

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**9) Business Social Responsibility:**

Absolute Autonomous will not engage in any sponsorship or donation activity with another company or charitable organisation which, through its business activities indicates support for:

- Sexual Harassment
- Slave Labour activities
- Illegal, corrupt or unethical agreements
- Domestic violence
- Workforce practices that do not include Diversity and Inclusiveness
- Harassment, Discriminatory or Bullying behaviours

*As an employee of Absolute Autonomous, it is your responsibility to ensure that you understand and follow all policies and procedures outlined in company documents. If there is any information in a policy document that is unclear or confusing, it is your duty to seek clarification from your manager or the appropriate company representative. This may involve asking for further explanation, requesting additional training or resources, or requesting that the policy be revised or updated to address any confusion or gaps in information. By taking the initiative to clarify any information that is unclear, you can ensure that you are following company policies and procedures accurately and effectively.*

I **[Employee Name]** have read Absolute Autonomous’s Code of Conduct policy and agree to comply with all of the company rules, policies and expectations outlined in the document.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Version	Author	Notes or Changes	Date
1	R. Johnson	Initial Release	03-05-2023