

Degnan Code of Conduct

Overview

At Degnan, we believe that our greatest asset is our commitment to excellence in ethics, integrity, and behaviour. We empower our employees to uphold these high standards in every interaction—with clients, team members, and all stakeholders. This commitment not only aligns with our legal obligations but also reflects our dedication to building trust and fostering a culture of respect and accountability.

Standards of Conduct

The standards expected of how we all work together at Degnan include:

- Compliance with all Degnan and workplace policies, procedures, rules, regulations and contracts;
- Compliance with all laws;
- Compliance with all reasonable and lawful instructions given by or on behalf of Degnan;
- To work in a safe and compliant manner, and to observe all workplace health and safety rules and responsibilities, always practising the Degnan ONE Safe Workplace model – Own, Notice, Engage;
- Operating in line with our core values of quality, integrity, innovation and collaboration;
- To be honest and fair in dealings with customers, clients, co-workers, Degnan management and the general public, and to treat them with courtesy and respect;
- To be honest and diligent, and actively pursue Degnan's best interests at all times;
- There is a zero tolerance to any discriminatory, bullying or harassing behaviour toward all customers, clients, co-workers and the general public;
- To not make any statements to the media about Degnan's business, unless expressly authorised to do so by the Community & Marketing Manger (Bridget Fazio);
- To not make any disparaging or negative statements about Degnan on social media, or any other public platform;
- To not accept any financial or other benefit from any clients or sub-contractors without disclosure to the Company and expressly permitted by your Manager or the Head of Finance;
- To not engage in any employment or provide any services to a supplier or competitor of Degnan, except with prior written approval from your manager;
- To not engage in collusive practices;
- Disclose any potential, or actual conflict of interest (whether direct or indirect) to your Manager that may give rise to a conflict with the performance of the employee's obligations to Degnan, or Degnan's business, confidential information or reputational interests;
- To not use, or come to work while affected by use of prohibited drugs or alcohol;
- To not discriminate on the basis of personal characteristics including (but not limited to):
 - Sex or marital status
 - Pregnancy, potential for pregnancy, or breastfeeding
 - Race, colour, national or ethnic origin, descent or nationality
 - Religion or political beliefs
 - Disability, illness or injury
 - Industrial activity and trade union membership
 - Sexual orientation and lawful sexual activity
 - Gender history, gender identity, transgender and transsexual status
 - Carer status or family responsibilities
 - Age

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- Personal association or relation to, a person who is identified on the basis of any of the above attributes;
- Office based employees to wear appropriate attire suitable for meeting clients;
- To always wear the correct PPE when required and ensure PPE is maintained in good order and must not be defaced or tampered with (e.g. by applying stickers etc);
- To not use Degnan internet to access and/or download sexually explicit material or other offensive material;
- To not use Degnan email to send sexually explicit or suggestive material, or other offensive or harassing material;
- To maintain both during employment and after termination of employment with Degnan, the confidentiality of any confidential information, records or other materials acquired during the course of employment;
- At all times, behave in a way that upholds Degnan's core values and the integrity and good reputation of Degnan;
- Reporting any conduct of other workplace participants which is in breach of any of the above, or potentially in breach of any of the above, without delay to your Manager or Head of Business Operations & HR.

This Code establishes the standards of behaviour Degnan expects from employees. Where these standards are not met, appropriate disciplinary action will be taken. In cases where the breach involves serious misconduct, this may result in summary dismissal. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police may be notified.

References

Employees are encouraged to read this Code of Conduct in conjunction with other relevant Company policies.

POL-002 Health & Safety Policy

POL-010 Privacy Policy

POL-003 Environmental Policy

POL-012 Probity Policy

POL-004 Quality Policy

POL-013 Diversity & Inclusion Policy

POL-005 Drug & Alcohol Policy

POL-014 Procurement Policy

POL-007 Fatigue Management Policy

POL-018 Sustainability Policy

POL-008 Workplace Relations Policy

POL-019 Whistle Blower Policy



Chris Degnan
Managing Director
Degnan Group Pty Ltd