

Head Office:
Level 6, 297 Diagonal Road
Oaklands Park, SA 5046.

Phone: (08) 8377 0101
Fax: (08) 8377 3911



Eighty9 Limited its wholly owned subsidiaries Status Works Pty Ltd and Allied Services Worldwide Pty Ltd

CONFLICT OF INTEREST POLICY & AGREEMENT

Policy

The high level of public support and respect that Eighty9 Limited and its wholly owned subsidiaries Status Works Pty Ltd and Allied Services Worldwide Pty Ltd, (collectively and hereinafter referred to as “the Organisation”), enjoys results not only from the recognition of its work in the community but from the high degree of integrity, objectivity, and professionalism of the Organisation’s employees and volunteers. The purpose of this policy is to establish a standard of conduct to ensure that personnel in the Organisation act in the best interests of the Organisation and its Participants and, in pursuing this goal, maintain standards relating to conflict of interest.

These standards are intended to enhance public confidence in the integrity of the Organisation and its personnel. The Organisation benefits from the expertise of individuals with a multiplicity of interests; however, those interests must not conflict with the interests of the Organisation nor impair the public support and respect necessary for the operation of the Organisation.

In addition to the forgoing, employees and volunteers in all their endeavours are to remain cognisant of the Fundamental Principles of the Organisation of neutrality and impartiality.

Scope

This policy applies to all Responsible Persons, employees and volunteers of the Organisation, hereinafter referred to as “our people”.

Definitions

Conflict of Interest – General

A situation where an individual, or the entity they represent or has an interest in, has a direct or indirect competing interest with the entities activities. This competing interest may result in the individual being in a position to benefit from the situation or not being able to achieve a result in the best interest of the entity.

A conflict may arise where an individual is a party to a contract with the entity or has an interest in an enterprise, or is related to a person who is party to such a contract; or where an individual receives payment by the entity for services rendered to the entity other than reimbursement for reasonable out-of-pocket expenses measured according to the entities policies on expense reimbursement.

Conflict of interest for the entity also includes conduct which is not in keeping with its fundamental principles. In particular, the principles of neutrality and impartiality cannot be comprised.

Conflict of Interest – Specific

Our people are expected to act at all times in the Organisation's best interests and to exercise sound judgment unclouded by personal interests or divided loyalties. Both in performing your duties within the Organisation and in your outside activities, you should **avoid the appearance as well as the reality of a conflict of interest.**

A conflict of interest exists if your circumstances would lead a reasonable person to question whether your motivations are aligned with the Organisation's best interests. If, for example, you are involved in an outside activity or have a financial or other personal interest that might interfere with your objectivity in performing Organisation duties and responsibilities, you may have a conflict of interest.

Conflict of Interest includes, but is not limited to situations:

- Our peoples private affairs or financial interests are in conflict with their work duties, responsibilities and obligations, or result in a public perception that a conflict exists
- Which could impair our peoples ability to act in the public interest
- Where the actions of our people would compromise or undermine the trust that the public places in the Organisation

While it is impractical to describe all situations that may create a conflict of interest, the following provides policy guidance about some of the most common conflict of interest situations:

- Use of Corporation information for private gain
- Outside activities – not-for-profit, political affiliations and community organisations
- Employment outside the Organisation i.e. moonlighting
- Service on a Board of Directors
- Technical Advisory Boards
- Family and romantic relationships
- Spouses, domestic partners, immediate family members or relatives as suppliers, vendors, clients, and other business partners, including relationships with persons who work for government agencies the Organisation engages in business dealings with
- Kickbacks and rebates by suppliers or vendors
- Gifts from vendors, suppliers or customers
- Honorariums

Please note: The above is not an exhaustive list of examples. There are many other situations that may also create a potential for a conflict of interest or the appearance of a conflict of interest. It is up to you to be aware of the potential for a conflict of interest in your own particular situation and to resolve the issue in accordance with this policy.

Policy Application

Conflict of Interest Agreement

Before or upon assuming their official duties, our people shall sign a document certifying that they have read and agree to abide by these standards. Refer to *Conflict of Interest Agreement*. Our people have a responsibility to review their obligations yearly.

Our people shall immediately disclose to their supervisor/manager, in writing, any business, commercial or financial interest where such interest might be construed as being in real, potential or apparent conflict with their official duties.

Performance of Duties

Our people will not vote on, or participate in, any discussion about a resolution to approve a contract in which they have an interest, nor will our people approve and/or sign off on such circumstances.

In the performance of their duties, our people must not:

- place themselves in a position of obligation to persons who might benefit or appear to benefit from special consideration with respect to the Organisations business
- limit offering of available services to persons where the segregation of the Organisations business may be seen in conflict
- have a monetary interest that would conflict with the discharge of the duties owed to the Organisation
- disclose, discuss, use, take advantage of, benefit or appear to benefit from the use of information not generally available to the public and which has been acquired during their official Organisation duties
- communicate with any level of government, or with any elected or appointed government official in relation to the business of the Organisation, unless they have specific written authorisation from the Executive Chairman or the Board of Management
- assist private entities or persons in their dealings with the Organisation where this could result in preferential treatment to any person
- directly or indirectly use, or allow the use of, the Organisation's property or information for anything other than officially approved activities

Outside Employment

Our people must not engage in remunerative employment with another Board, employer, volunteer activity, carry on a business or receive remuneration from public funds for activities outside their position, unless they have prior written permission from a member of the Board of Management, and provided always that:

- it does not interfere with the performance of their duties
- it does not bring the Organisation into disrepute
- they do not have an advantage derived from their engagement with the Organisation
- it is not performed in such a way as to appear to be an official act or to represent the Organisation's public positions or policies, including the Fundamental Principles
- it does not involve the use of the Organisation's premises, services, equipment or supplies to which the staff member has access by virtue of their employment, unless official written authorisation from the Executive Chairman or the Board of Management is secured.

Gifts

Our people must avoid the appearance of favouritism in all of their dealings on behalf of the Organisation and not accept personal gifts from those doing business or seeking to do business with the Organisation.

Financial

Our people must not commit the Organisation to any unauthorised expenditure or other liability and must ensure that all commitments are approved in accordance with the appropriate policies and procedures, including all appropriate consultations and approvals.

Vendor Relationships

Our people in leadership roles will not perform fee for service responsibilities for the Organisation in addition to their responsibilities as an engaged personnel of the Organisation. Nor will our people sell goods to the Organisation, unless by specific written approval of the Board of Management.

Goods shall not be purchased from a volunteer or relative of our people without consultation with the Executive Chairman and a determination made as to whether the principles of neutrality and impartiality can be upheld. Where there is doubt on the subject, the issue is to be referred to the Board of Management for resolution.

Participant Relationships

Our people are to understand the Participant's vulnerability and dependence on them to provide assistance, and to act accordingly. This includes recognition that personal relationships outside the scope of their professional roles are not in the best interest of either party or the Organisation.

Conflict of interest situations between our people and Participants are investigated immediately and resolved as appropriate.

Our people must not, under any circumstances, knowingly allow for Participants with whom they have a personal relationship to be serviced from the same site or business stream at which our people are engaged.

Breach of Conflict of Interest

Our people are required to consult with their supervisor/manager whenever they have any question as to whether a particular circumstance may place them in a conflict of interest.

Persons who fail to comply with these standards during the course of their engagement with the Organisation will be subject to such appropriate measures as may be determined by the Organisation including dismissal from employment.

Persons who fail to comply with these standards following termination of employment with the Organisation hereby acknowledges that the disclosure of confidential information will result in irreparable harm to the Organisation and the Organisation shall have the right to enforce its lawful rights and remedies against any offending person.

Reservation of Rights

Where an individual fails to disclose a conflict or an interest according to this policy or according to other laws or regulations in Australia, the Organisation reserves all rights it may have to deal with the contract, conflict and individual involved.

Responsibility

The Executive Chairman is responsible for advising stakeholders, maintaining, monitoring, and revising this policy; and for authorising exceptions. Members of the Organisation's Management Team are responsible for applying and implementing this policy in each of their respective areas of responsibility.

Eighty9 Limited

Conflict of Interest Agreement

Acknowledgement of standards to be observed by all people engaged by Eighty9 Limited and its wholly owned subsidiaries Status Works Pty Ltd and Allied Services Worldwide Pty Ltd concerning conflict of interest.

Our people will disclose to their immediate supervisor, any interest that might be construed as being in real, potential or apparent conflict with the Organisation's duties or with the business and affairs of the Organisation.

I have read and understand all the information in this document and I agree to conduct my activities in accordance with its contents. I also understand that breaching these standards may result in disciplinary action up to and including termination or other legal remedy available to Eighty9 Limited.

If I require further clarification I agree to seek assistance in the first instance from my line manager.
<Insert box> Yes (please tick)

Approved by: Gary Hatwell

Signature:



Date: 1/7/2023