



SELECT HARVESTS

# CODE OF CONDUCT

Revised January 2023



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## STATEMENT

This Code of Conduct ('the Code') sets the standards and guidelines for acceptable practices by Select Harvests, its people and communities in which we operate. These behaviours and responsibilities extend to how we treat our Board of Directors, Executive Team, all employees, contractors, visitors, customers, business partners, shareholders, members of the community, our environment and wildlife.

## OBJECTIVE

The objective of the Code is to clearly set the guidelines which every person in the business is always required to abide by.

## EXPECTATIONS

Select Harvests (SHV) is committed to ensuring that the Board, management, and employees exhibit the highest level of personal integrity and honesty and provide superior service.

In adhering to the Code, the following standards are expected:

- obey the law;
- respect every employee's dignity, rights, freedoms and individual needs;
- provide a working environment that is safe, challenging and rewarding;
- recognise the work of our employees; and
- reinforce the organisation's commitment to the highest standards in business and professional ethics.

In adhering to the Code, all employees will:

- obey the law;
- treat everyone with honesty, courtesy and respect;
- respect and safeguard the organisation's property and that of fellow workers;
- maintain confidentiality;
- perform duties to the best of their ability considering their skills, experience, qualifications and positions;
- do their jobs in a safe, responsible and effective manner;
- ensure their personal business and financial interests do not conflict with their duty to Select Harvests; and
- comply with Select Harvests' policies, procedures, and rules.

Together with our values and behaviours, policies and procedures, the Code is a guiding document that sets out the principles on how we do the right thing by the business and each other.

When the outlined expectations are met, it enables the right leadership and culture to drive performance in an environment which makes Select Harvests a great place to work. The Code has the full support of the Board of Directors and Executive Team.



Travis Dillon  
**Chair**



Paul Thompson  
**Managing Director**

# Select Harvests - in control of our destiny





## OUR VALUES

VALUE	ACCEPTABLE BEHAVIOURS	UNACCEPTABLE BEHAVIOURS
<b>Trust &amp; Respect</b>  <i>Do the Right Thing</i>	<ul style="list-style-type: none"> <li>✓ Treating all with trust and respect</li> <li>✓ Trusting that each of us has the right set of skills and knowledge to perform our job well and showing confidence in our abilities and the abilities of others</li> <li>✓ Looking after our physical and mental health</li> <li>✓ Listening to each other and respecting different opinions</li> <li>✓ Communicating in an honest and open way</li> <li>✓ Respecting, encouraging, and celebrating the inclusion and diversity of our people, customers, stakeholders, and the communities in which we operate</li> </ul>	<ul style="list-style-type: none"> <li>✗ Lying, exaggerating the truth, and giving inaccurate and false information</li> <li>✗ Interrupting and not letting others speak and express their opinions and ideas</li> <li>✗ Bullying and harassment</li> <li>✗ Competing against others to the detriment of the business</li> <li>✗ Withholding information, referrals, or business opportunities</li> </ul>
<b>Integrity &amp; Diversity</b>  <i>Be One Team</i>	<ul style="list-style-type: none"> <li>✓ Obeying the law</li> <li>✓ Conducting business and relationships fairly, honestly, and ethically</li> <li>✓ Acting in the best interests of Select Harvests, our shareholders, customers, and each other</li> <li>✓ Acting in a professional and safe manner and complying with legal and company requirements, policies, and procedures</li> <li>✓ Protecting and representing Select Harvests' brand and reputation through our actions and behaviour</li> </ul>	<ul style="list-style-type: none"> <li>✗ Engaging in fraudulent, dishonest, or negligent activity</li> <li>✗ Accepting behaviour from others that is illegal, unethical, or disrespectful</li> <li>✗ Ignoring business practices</li> <li>✗ Avoiding conflict or confrontation by not raising issues or concerns</li> <li>✗ Raising issues or concerns in an aggressive, disrespectful, or inappropriate manner</li> <li>✗ Allowing yourself or others to put their safety at risk</li> <li>✗ Criticising Select Harvests publicly</li> <li>✗ Blaming others for mistakes</li> </ul>

VALUE	ACCEPTABLE BEHAVIOURS	UNACCEPTABLE BEHAVIOURS
	<ul style="list-style-type: none"> <li>✓ Admitting our mistakes, taking responsibility, learning from them, and asking for help when needed</li> <li>✓ Raising issues or concerns about any inappropriate practices in our business with the intention to provide useful feedback and make a positive difference</li> <li>✓ Embracing and respecting the diversity of our people and valuing their different backgrounds, experience, and skills</li> </ul>	<ul style="list-style-type: none"> <li>✗ Wasting company time and resources</li> <li>✗ Discriminating against others based on protected attributes defined by relevant legislation (including but limited to gender, age, sex, ethnicity, sexual orientation, and social status)</li> </ul>
<b>Sustainability</b>  <i>Protect and Grow</i>	<ul style="list-style-type: none"> <li>✓ Developing beneficial relationships with each other, customers, suppliers, and the community</li> <li>✓ Reducing the impact of resource usage, hazardous substances, waste, and emissions on the physical environment</li> <li>✓ Increasing business efficiency, productivity, and profit</li> <li>✓ Maintaining a clean and healthy environment for future generations</li> <li>✓ Promoting employee safety and wellbeing</li> <li>✓ Modelling professional appearance, behaviour and always conduct with our customers and in our community Actively supporting our communities</li> </ul>	<ul style="list-style-type: none"> <li>✗ Wasting company, natural or environmental resources</li> <li>✗ Acting to the detriment of our environment, the business, and community</li> <li>✗ Accepting conduct or behaviour that reflects poorly on Select Harvests</li> <li>✗ Not growing and maintaining valuable business and community relationships</li> </ul>

VALUE	ACCEPTABLE BEHAVIOURS	UNACCEPTABLE BEHAVIOURS
<b>Performance</b>  <i>Own It</i>	<ul style="list-style-type: none"> <li>✓ Making sure everyone is safe at work</li> <li>✓ Taking personal responsibility to perform at our highest standard</li> <li>✓ Delivering what we promise on time</li> <li>✓ Setting clear and realistic goals and standards</li> <li>✓ Sharing relevant information to understand the business and its financial results</li> <li>✓ Being persistent and disciplined in overcoming obstacles and achieving goals</li> <li>✓ Giving honest, constructive, and regular feedback</li> <li>✓ Coaching, training, and supporting others</li> <li>✓ Rewarding and celebrating the achievement of goals</li> </ul>	<ul style="list-style-type: none"> <li>✗ Not treating safety as our highest priority</li> <li>✗ Considering safety as someone else's responsibility</li> <li>✗ Achieving less than we have committed to</li> <li>✗ Being unclear on our performance expectations and not asking for clarity</li> <li>✗ Not taking appropriate action to address under performance</li> <li>✗ Assuming instead of asking</li> <li>✗ Blaming conditions or others for our lack of results</li> <li>✗ Not giving people opportunities to have performance, development, and coaching conversations</li> </ul>
<b>Innovation</b>  <i>Think Outside the Square</i>	<ul style="list-style-type: none"> <li>✓ Welcoming change; discovering ways to continuously improve and learning by mistakes</li> <li>✓ Encouraging ideas and welcoming diversity of experience and thought</li> <li>✓ Recognising success and sharing the results</li> <li>✓ Investing in our future success by developing our people and technology</li> </ul>	<ul style="list-style-type: none"> <li>✗ Creating an environment that discourages people from diversity of thought and suggesting ideas</li> <li>✗ Applying inefficient processes</li> <li>✗ Resisting change</li> <li>✗ Resistance to learning</li> <li>✗ Unwilling to learn from mistakes and improve</li> </ul>

## GUIDELINES FOR ETHICAL BEHAVIOUR

The following section provides conduct guidance in relation to specific topics. Employees are also required to read the company's related policies referenced below.

<b>ALCOHOL &amp; OTHER DRUGS</b>	<p>The consumption of alcohol where it affects customer service, other employees, work performance, public relations, safety, or where it violates the law is not acceptable.</p> <p>The possession or use of illicit drugs whilst performing duties or abuse of prescription drugs (other than personal medication as prescribed by a medical practitioner) is not acceptable. An employee must inform their manager if they are on any prescription medication which may affect their ability to perform their role or if the employee operates equipment or a vehicle as part of their role.</p> <p>Where it is identified that an employee is consuming alcohol and drugs and is putting other employees at risk, this may result in disciplinary action up to and including termination of employment in accordance with the Fair Treatment Procedure.</p> <p>The company has adopted a clean air policy. As such, smoking is not permitted anywhere, at any time, within the precincts of, or the main entrances to its buildings or in company vehicles.</p> <p>The company will offer confidential support to any employee who seeks assistance in dealing with any substance abuse via our external Employee Assistance Provider.</p> <p><i>(Reference – Alcohol and Drugs in the Workplace Policy)</i></p>
<b>ANTI-SLAVERY</b>	<p>Our commitment as a company, to ensure our people are safeguarded, treated fairly and with dignity, include:</p> <ul style="list-style-type: none"><li>• maintaining clear policies and procedures preventing exploitation and human trafficking, and protecting our workforce and reputation;</li><li>• examining our supply chains and being clear regarding our expectations;</li><li>• leading by example and conducting appropriate checks on all employees, labour hire agencies, and suppliers;</li><li>• providing clarity on our hiring, disciplinary and termination practices;</li><li>• training Managers to remain alert and respond appropriately to indicators of slavery, listening and being approachable to employees, and raising awareness;</li><li>• a grievance process; and</li><li>• reviewing our Labour Standards annually (or as required) to ensure compliance with the obligations under the <i>Modern Slavery Act 2018</i>.</li></ul>



	<p>We all have a responsibility to uphold human rights. If you suspect someone is being exploited, ill-treated, controlled, or forced by someone else to work or provide services, you need to report breaches or concerns.</p> <p><i>(Reference – Ethical Sourcing Policy)</i></p>
<b>ATTENDING EXTERNAL FUNCTIONS WITH COLLEAGUES</b>	<p>All Select Harvests facilities are alcohol-free and no alcohol can be consumed on site at any time. Work functions held outside our facilities, may include alcohol. Managers responsible for the function must approve any alcohol purchases, with responsible consumption being monitored throughout the function period and limits placed on alcohol consumed. Employees attending company functions must take personal responsibility for the responsible consumption of alcohol and have regard to the company's reputation and image at these functions.</p> <p>Employees also need to be aware that blood alcohol or drug levels may take a significant time to reduce and, in some circumstances, will be present the next day following a social evening event. It is the employee's responsibility to be socially responsible and take this matter into account if work is rostered the following day. Work functions hosted in on-farm accommodation or other accommodation provided by the company, must follow the same protocol.</p>
<b>CLAIMS &amp; COMPLAINTS</b>	<p>In responding to any claims or complaints against Select Harvests, we will investigate the issue objectively and ensure that the complainant is kept informed of the progress.</p>
<b>COMMUNITY ACTIVITIES</b>	<p>The company encourages its employees to participate in professional associations, trade associations, charitable or service organisations and other community activities.</p> <p>Employees should ensure that where any non-business activity is likely to involve a substantial commitment of time, it does not impact on their ability to satisfactorily perform their assigned work for the company. If outside activities adversely affect an employee's work performance, he or she may need to consider modifying the activity.</p> <p>Where the outside activity involves service as a member of local government or other political activity, there should be no specific or implied company endorsement of such activity.</p> <p>Where employees wish to speak at a public function, or write an article in their own right, but not as a representative of the company, such activity is permissible provided that:</p> <ul style="list-style-type: none"> <li>• company information is not divulged;</li> <li>• company name(s) or logo(s) do not appear (unless permission has been obtained from the Managing Director)</li> <li>• where necessary, employees clearly indicate that they are not speaking or writing as representatives of the company.</li> </ul>

<b>COMPANY POLICIES &amp; PROCEDURES</b>	<p>Select Harvests’ policies and procedures are developed to ensure the business operates in a safe, consistent, effective, and legally compliant manner.</p> <p>All employees must comply with all of Select Harvests’ policies and procedures.</p> <p>If you are unsure about any policy or procedure you should discuss the relevant policy or procedure with your Manager.</p>
<b>CONFLICT OF INTEREST</b>	<p>You must always act in the best interests of Select Harvests and conduct business in accordance with Select Harvests’ policies and procedures. You must not allow your own personal interests to override these obligations.</p> <p>A conflict of interest exists where loyalties are divided. In determining whether a situation involves a conflict of interest, consider whether your personal interests or relationships could interfere or influence obligations towards Select Harvests or its clients.</p> <p>You should pay particular attention to situations where your responsibilities require you to recommend or make a decision or take action on behalf of Select Harvests which involve:</p> <ul style="list-style-type: none"> <li>• immediate family or other relatives;</li> <li>• friends or acquaintances;</li> <li>• business partners; or</li> <li>• other personal interests including political, religious, or special interest groups.</li> </ul> <p>When involved in buying or selling goods and services on the company’s behalf you should avoid any relationship, financial or otherwise, with suppliers and clients that could be unfairly influencing judgment.</p> <p>If you have a pecuniary (financial) interest it must be declared immediately to your Manager.</p> <p><i>(Reference – Conflict of Interest Policy, Fraud Anti-Bribery and Corruption Policy)</i></p>
<b>CONTRACT NEGOTIATIONS</b>	<p>In negotiating contracts, be accurate and complete in all representations. The submission to a customer of a proposal, quotation or other document or statement that is false, incomplete, or misleading can result in civil and/or criminal liability for the Company and the involved employee(s) who engage in or condone such a practice. In negotiating contracts, we will comply with all contractual requirements in a fair, honest and ethical manner.</p>

<b>CUSTOMER SERVICE</b>	<p>All employees will strive to provide a superior level of customer service at all times.</p> <p>A customer with a concern is to be treated politely and with respect.</p> <p>The concern is to be resolved as quickly as possible.</p>
<b>EEO, BULLYING &amp; HARASSMENT</b>	<p>At Select Harvests we are all responsible for fostering a working environment where everyone is treated with trust and respect. This includes not engaging in conduct or behaviour which involves unlawful discrimination, bullying or harassment.</p> <p>Select Harvests' equal opportunity objectives are:</p> <ul style="list-style-type: none"> <li>• to eliminate discrimination and harassment in the workplace;</li> <li>• to create a workplace that is free of discrimination and victimisation where each person has the opportunity to progress to the full extent of their ability;</li> <li>• to ensure that staff are made aware of their rights and obligations; and</li> <li>• to provide a mechanism which enables any reports of discrimination, harassment, bullying and victimisation to be investigated thoroughly, fairly, and confidentially.</li> </ul> <p>It is unlawful for anyone to discriminate against, harass or bully others. An individual may be subject to a disciplinary process or held personally and legally liable for any action brought by another person.</p> <p><i>(References – EEO, Anti-Discrimination, Bullying &amp; Harassment Policy, and Workplace Fair Treatment Policy)</i></p>
<b>ENVIRONMENTAL PROTECTION &amp; SUSTAINABILITY</b>	<p>In accordance with Select Harvests' Sustainability and Environment Policy, the company is committed to fulfilling its moral and legal environmental responsibilities related to, but not limited to:</p> <ul style="list-style-type: none"> <li>• air borne particulate and gas discharge;</li> <li>• sewer and drainage discharge;</li> <li>• non-renewable natural and generated resources such as fuel, water, electricity and gas;</li> <li>• recycling of materials and waste minimisation;</li> <li>• land usage and reclamation;</li> <li>• carbon emissions;</li> <li>• maintaining a sustainable environment; and</li> <li>• protection of wildlife and bees.</li> </ul> <p>All employees have a responsibility to enact the company's Sustainability and Environment Policy in their immediate work activities and areas of influence.</p> <p><i>(Reference – Environment and Sustainability Policy)</i></p>

<b>FAIR COMPETITION</b>	<p>Fair competition means that we will:</p> <ul style="list-style-type: none"> <li>• know about and follow Select Harvests’ legal obligations, purchasing, contracting, capex policies and procedures; and</li> <li>• compete on the basis of customer service and non-obstructive competitive conduct.</li> </ul> <p>As part of our commitment to fair trading, management and employees will:</p> <ul style="list-style-type: none"> <li>• not differentiate unfairly between customers when supplying products or services;</li> <li>• not refuse to deal with, or discriminate against, a customer for any improper reason;</li> <li>• not intimidate or threaten another person or organisation; and</li> <li>• only use our strengths in legitimate ways.</li> </ul> <p>We aim to be an effective competitor and to deliver services according to accepted industry and ethical standards. No bribes, payoffs or kickbacks will be paid or accepted.</p> <p>In all dealings with others, we will be courteous, well-informed, truthful and careful not to misrepresent the quality, features or availability of our services.</p> <p>Competitive information will be obtained only by ethical means – attempts to collude with internal or external stakeholders to gain or provide competitive information are not permitted.</p> <p><i>(Reference – Conflict of Interest Policy, Fraud Anti-Bribery and Corruption Policy)</i></p>
<b>FAMILY AND FRIENDS BUSINESS ACTIVITIES</b>	<p>A potential conflict of interest may arise due to the business activities of an employee’s partner, relatives or associates. An employee has a potential conflict of interest whenever a partner, relative or associate has a significant interest in a transaction with the company or a significant relationship with any competitor or supplier.</p> <p>Employees should not make or influence any decision which could directly or indirectly benefit a partner, relative or associate. In order to protect all parties for the potential for, or appearance of, a conflict of interest, appropriate disclosures should be made to the relevant Manager.</p> <p><i>(Reference – Conflict of Interest Policy, Fraud Anti-Bribery and Corruption Policy)</i></p>

<b>FEES AND COMMISSIONS</b>	<p>Commission or fee arrangements should only be made with companies, firms or individuals serving as bona fide commercial representatives, agents or consultants. Enquiries should be made to ensure that such arrangements are not entered into with any company or firm in which a government official or employee is known to have an interest unless the arrangement is permitted by law and has been specifically approved by the CEO. All commission and fee arrangements should be by written contract. Fees are to be reasonable and consistent with normal practice for the industry, the merchandise involved and the services rendered. Payments should not be made in cash.</p>
<b>FUNDS</b>	<p>Every employee who has control of Select Harvests' funds is personally, accountable for them.</p> <p>Funds can mean electronic fund transactions, cash, gift vouchers or fuel charge cards.</p> <p>Misuse will be treated as a serious breach. Theft of any item purchased via company funds is also unacceptable.</p> <p><i>(Reference – Fraud Anti-Bribery and Corruption Policy)</i></p>
<b>GIFTS, ENTERTAINMENT AND SERVICES</b>	<p>Directors and employees who accept gifts, entertainment and gratuities or any other direct or indirect personal benefit from or through any person or concern which has business, seeks to have business or competes with the company must use extreme caution to ensure against any possible impropriety, alleged offence or embarrassment to the company.</p> <p>Employees should not accept gifts from a competitor or from anyone having or seeking business with the company other than non-cash gifts of up to the value of \$200 without the written authority of the General Manager, People &amp; Culture. Any such gifts must be considered in the context of the business relationship between the donor and the company.</p> <p>Participating in business-related functions, including accepting lunches or other meals with a supplier or competitor is a permissible business practice only with the approval of the employee's Manager. However, care should be exercised to ensure these functions have an underlying business purpose and that their value and frequency are not excessive. Particular care should be exercised in ensuring that any function falls within the limits of socially acceptable behaviour and that the employee's presence does not reflect negatively on the company.</p> <p>Employees should not enter into any loans or receive or purchase any goods or services from any supplier on terms that are more favourable than those available in the normal course of private business without prior approval from the Managing Director.</p> <p>Where any doubt exists regarding the acceptance of any gift, entertainment, goods or service, advice should be obtained from the General Manager, People &amp; Culture or the Managing Director.</p>



<b>IMPROPER INFLUENCE</b>	<p>No pressure is to be put on employees to influence their personal preferences in private or political matters.</p> <p>Further, no approval, disapproval or judgement should be expressed by an employee of another employee's private political or personal preference or activities.</p>
<b>INCLUSION &amp; DIVERSITY</b>	<p>Select Harvests recognises that an inclusive and diverse workforce supports its goals to achieve business success through the diversity, quality, and skill of our people. We appreciate that each employee brings their own unique capabilities, experience, and characteristics to their work.</p> <p>Select Harvests' diversity encompasses differences in:</p> <ul style="list-style-type: none"> <li>• ethnicity;</li> <li>• gender;</li> <li>• language;</li> <li>• age;</li> <li>• sexual orientation;</li> <li>• socio-economic status;</li> <li>• physical and mental ability;</li> <li>• thinking styles;</li> <li>• experience and education; and</li> <li>• religious and cultural beliefs.</li> </ul> <p>We are committed to employing the best people based on merit and performance. We believe that the wide array of perspectives that results from such diversity promotes innovation, creativity, flexibility, and business success. It makes us more productive, unique and competitive.</p> <p><i>(Reference – Inclusion and Diversity Policy)</i></p>

<b>INVESTMENT AND INSIDER TRADING</b>	<p>Employees who may consider themselves to be in possession of share price sensitive information concerning publicly listed companies, must make themselves familiar with the law governing “insider trading” and related issues.</p> <p>Employees may not trade in the securities of any other company, or buy or sell any property or assets, on the basis of non-public information acquired through employment at SHV, whether such information comes from the Company or from another company with which SHV has a confidential relationship.</p> <p>Employees may own shares or other interests in any public or private company. In most cases these interests will not present a problem. However, employees should carefully assess the potential for a conflict of interest where they, their partners, or other relatives own shares or other interests in a company or firm that is a trade customer of, supplier to, or competitor of the company. If a potential conflict of interest appears to exist, then the facts of the matter should be disclosed to the employee’s immediate supervisor.</p>
<b>LAW</b>	<p>Select Harvests is subject to Municipal, State and Federal laws. We have a duty to obey the law.</p> <p>No one can be directed to carry out an illegal act, and no one can justify an illegal act by claiming to be acting under the order of a Manager, Senior Officer, another employee, or to be simply complying with policy. An employee is also not allowed to commit a fraudulent or malicious act.</p> <p>Any employee who is caught performing an illegal act will be subject to disciplinary action and may also be subject to legal action.</p> <p>All employees are encouraged to immediately report illegal actions by others to their direct Manager or People &amp; Culture Manager. Confidentiality will be maintained when such reports are made.</p> <p><i>(Reference – Fraud Anti-Bribery and Corruption Policy, Whistle-blower Policy)</i></p>
<b>LEAVING SELECT HARVESTS’ EMPLOYMENT</b>	<p>On leaving Select Harvests, you must surrender any assets or items containing Select Harvests’ information to your manager.</p> <p>Even after leaving Select Harvests, you have a continuing obligation to maintain the confidentiality of issues and projects whilst employed by Select Harvests unless you have sought and obtained written consent from the company to utilise such information.</p>

<b>OUTSIDE EMPLOYMENT &amp; OTHER ACTIVITIES</b>	<p>In taking up external duties or activities not related to your employment with the company, you will ensure:</p> <ul style="list-style-type: none"> <li>• to keep your involvement in outside activities, separate to your work with Select Harvests;</li> <li>• to consult with your Manager when you are considering additional external employment or anything where there may be a conflict of interest;</li> <li>• to not use Select Harvests' property, information, money, facilities, time, or the services of fellow workers towards outside employment and other activities not related to Select Harvests; and</li> <li>• to avoid outside activities that are likely to affect either your work or someone else's work or which could discredit Select Harvests in any way.</li> </ul>
<b>PERSONAL CONDUCT</b>	<p>Our personal conduct is to be consistent with the Code.</p> <p>We will deal fairly and honestly with each other, clients, business suppliers and competitors.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>• handing all internal and external client contacts with professionalism and courtesy; and</li> <li>• reporting to work as scheduled, keeping absences to a minimum, and when an absence is necessary promptly notifying your Manager of the reason.</li> </ul> <p>To ensure a productive and safe workplace, the following are not permitted:</p> <ul style="list-style-type: none"> <li>• working in an unsafe manner;</li> <li>• misusing or adjusting Select Harvests' property, plant, equipment or services (e.g. telephone, email, etc.);</li> <li>• smoking in buildings and company vehicles;</li> <li>• using, possessing or trafficking illegal or unprescribed drugs;</li> <li>• having possession of or consuming alcohol on a work site or having a blood alcohol level that might affect anyone's safety or Select Harvests' image in the community;</li> <li>• using offensive language, unwarranted or violent physical behaviour;</li> <li>• harassing, intimidating or abusing others in any manner;</li> <li>• using access of the company's or own electronic media to intimidate, denigrate or pass any judgement on the company or another employee's activities which may bring Select Harvests into disrepute; and</li> <li>• using any equipment or plant which we are not authorised or trained/accredited to use.</li> </ul>

<b>PROPERTY</b>	<p>We all share the responsibility for looking after Select Harvests' property, especially if it is under our control.</p> <p>Select Harvests' property must not be removed without authorisation or used for personal benefit or any other improper purpose.</p> <p>Select Harvests' property may only be given away, lent, destroyed or otherwise disposed of, if this action is properly authorised in writing, no matter how old or damaged an item may be. The relevant asset register must be appropriately noted.</p>
<b>PRIVATE &amp; WORK-RELATED COMPANY VEHICLE USAGE</b>	<p>Anyone using a company vehicle must ensure that it is not used in a way that will reflect poorly on Select Harvests reputation in the wider community. Vehicles must not be used for unauthorised purposes.</p> <p>Only employees who have been given prior authorisation and have a current and appropriate Drivers Licence may drive Select Harvests' vehicles.</p> <p>Employees given prior authorisation may use their own vehicle for work related purposes provided their vehicle is roadworthy and insured.</p> <p>A company vehicle which is issued to an employee inclusive of travel to and from work shall only be used within those parameters. A company vehicle is not to be lent to a family member or used in lieu of your own vehicle for purposes other than work.</p> <p>An employee issued with a company vehicle shall maintain a log book and record the travel date, destination, kilometres and purpose of each trip.</p> <p><i>(Reference – Travel Vehicle and Related Expense Policy)</i></p>
<b>PRIVACY OF COMMUNICATION</b>	<p>Customers and employees expect their communication with Select Harvests to be kept secure and confidential. The <i>Privacy Act 1988</i> also provides sanctions against improper use of confidential information.</p> <p>As a Select Harvests employee, you will not:</p> <ul style="list-style-type: none"> <li>• disclose any confidential information for any reason other than the purpose it was collected for;</li> <li>• use any information to your personal advantage;</li> <li>• permit unauthorised persons access to information not concerning them.</li> </ul> <p>Requests from police, government agencies or anyone outside Select Harvests, for information about employees or customers, is to be directed to the relevant Manager or People &amp; Culture Manager.</p> <p><i>(Reference – Privacy Policy)</i></p>

<b>PROTECTION OF INFORMATION</b>	<p>As employees, we maintain the privacy of Select Harvests' information and protect it from any disclosure. Most of our information relates to clients and suppliers who expect, on both legal and ethical grounds, that this information will be protected.</p> <p><i>(Reference – Fraud Anti-Bribery and Corruption Policy)</i></p>
<b>QUALITY</b>	<p>All employees have an obligation to ensure that products or services which do not meet the required standard are identified and reported to the appropriate management level.</p> <p>Select Harvests is committed to supplying its customers with goods that meet or exceed the required specification.</p>
<b>SAFETY</b>	<p>SHV's Zero Harm and Wellbeing strategy is committed to providing its employees with a working environment which is healthy, safe and productive, from both a mental and physical wellbeing perspective.</p> <p>All employees are required to participate in the company's training programs which are implemented for each specific site and role.</p> <p>Under the <i>Occupational Health and Safety Act</i> (Federal and State) it is illegal for anyone to partake in behaviour that may endanger themselves or others.</p> <p>Your Manager can advise you of relevant safety and induction training that is specific to your area. Your site-specific safety instructions must always be observed. If in doubt, ask your Manager and, if necessary, specialist or technical advice may also be available through the People &amp; Culture Department.</p> <p>It is everyone's obligation to maintain a safe work environment and any hazard must be immediately attended to and reported to your Manager and People &amp; Culture Manager.</p> <p><i>(Reference – OHS Policy and Statement)</i></p>



<b>SOCIAL MEDIA &amp; TECHNOLOGY</b>	<p>Social media through various means of electronic devices such as computer, laptop, phone or iPad etc, is an accepted means of individuals and organisations exchanging information.</p> <p>At times, this communication avenue has been used to denigrate, embarrass or harass others. Such usage is not sanctioned and may result in disciplinary action.</p> <p>Use of personal devices for inappropriate activities, whether in company or own time, may breach another employee's or the company's confidentiality, ethics and/or trust. It is therefore important that all employees understand that inappropriate behaviour at or outside work has potential employment and perhaps legal consequences.</p> <p>All employees need to be aware that work related use of communication options is generally for work related purposes, however limited personal usage in lunch breaks for legitimate purposes is appropriate. Distribution of inappropriate material using company provided technology is not permitted.</p> <p>Inappropriate material is material that may be considered offensive, pornographic, insulting, discriminatory, confidential, inaccurate, unprofessional or a combination of these factors. This list is not exhaustive.</p> <p>Any storage of excessive or inappropriate amounts of personal data on company systems is not appropriate and all storage systems are subject to access by company authorised officers.</p> <p><i>(Reference – Social Media and Technology Policy)</i></p>
<b>WORK ATTIRE</b>	<p>During working hours, production, harvesting and warehousing employees are expected to wear appropriate PPE (personal protective equipment) where specified as part of their role, or part of site requirements and/or to use or wear specified clothing, footwear or equipment provided.</p> <p>Office-based employees are required to be well groomed and dress in a manner appropriate to a business environment. From time to time, there may be occasions where employees are permitted to dress in casual attire, however employees must consider if this is appropriate if they are in a client facing role.</p>

## **ADDITIONAL RESPONSIBILITIES FOR LEADERS**

*If you are a leader or manager, you have some additional responsibilities under the Code.*

### **RESPONSIBILITY**

You are accountable for all aspects of the area you supervise. You can delegate tasks but your overall accountability for the actions of those you supervise cannot be delegated. You must take steps to identify and manage the risks in your area, including the conduct of your team. You must support your team to abide by this Code and hold them responsible for doing so.

### **CONSEQUENCES**

As a leader, you are responsible for taking appropriate action to address business conduct issues in a fair, consistent and timely way, and to ensure the consequences of misconduct are recorded.

Set the tone, lead by example and manage fairly and consistently.

### **LISTEN**

You are responsible for fostering a culture that encourages people to feel comfortable and safe about speaking up and raising concerns. Take time to listen and act appropriately when others come to you to raise a concern. Once you become aware of an issue or incident you must escalate it in accordance with this Code.

If a team member who has raised a concern with you wants their identity to remain confidential, you must be aware of your obligations around protecting their identity. You must also be aware that retaliatory action against that team member is prohibited. Contact Select Harvests General Manager, People & Culture if you are unsure how to deal with an issue.

## SPEAK UP

We value your help in avoiding and uncovering possible misconduct. When you report your concerns, you help us to prevent problems from occurring or remedy misconduct that has already happened. In the process, you are making a valuable contribution to assist Select Harvests' keep the trust and respect of all its stakeholders.

Each one of us has an obligation to speak up when we have concerns that something isn't right, or if we have made a mistake. We accept mistakes will be made and not everything goes to plan. What is important is how you deal with these situations.

Ask questions and challenge the way things are done if you think it is wrong or can be done better. You must speak up if you genuinely feel you are under pressure to do something which is or may be inconsistent with this Code, our policies or our values.

For most matters, you should raise it first with your manager or your manager's manager. If you feel uncomfortable about doing that for any reason, the accompanying tables provide further guidance on where else to go.

Our Whistleblower Service provides an additional avenue for you to confidentially escalate any suspected reportable conduct. There are both internal and independent options to report conduct of concern. You can be confident your confidentiality will be respected and that there will be no retaliation if you use this service.

We are committed to a work environment where no-one is subject to retaliation or victimisation for reporting genuine concerns or suspected misconduct. Retaliation includes demotion, dismissal, job reassignment, threats or social exclusion.

## How to speak up

If you do not feel you can raise a concern with your manager, further guidance on where to go is set out here.

## Whistleblower Service

This is an additional, confidential and, if required, anonymous service which provides pathways and appropriate protections for team members and members of the public to report concerns. We have several channels for making a report if you become aware of any issue or behaviour which you consider to be reportable conduct.

To ensure appropriate escalation and timely investigation, we request that reports are made to the Protected Disclosure Officers.

ISSUE	CONTACT
Breach of Code of Conduct	Nicole Feder General Manager, People, Safety & Culture P: +61 3 9474 3566 E: nfeder@selectharvests.com.au
Work health and safety	
Bullying, harassment, discrimination	
Conflicts of Interest	
Accounting or financial reporting practices	
Fraud or Security	
Suspicious transactions e.g. bribery, donations	
Risk management	
Privacy	
PROTECTED DISCLOSURE OFFICERS	
Nicole Feder General Manager, People, Safety & Culture	P: +61 3 0474 3566 E: nfeder@selectharvests.com.au
P&C Business Partner – Almond Division – Processing	P: + 61 3 5052 0315 E: dkontrec@selectharvests.com.au
P&C Business Partner – Almond Division – Horticulture	P: + 61 3 5052 0328 E: kmasters@selectharvests.com.au
PS&C Business Partner – Corporate Division	P: + 61 3 9474 3530 E: hlukis@selectharevsts.com.au
Employee Assistance Provider (EAP – Converge International)	P: 1300 687 327 www.convergeinternational.com.au
Dan Feldman HR Legal	P: + 61 3 9948 2450 E: dfeldman@hrlegal.com.au
Reports may also be posted to:	Level 3, Building 7, Botanicca Corporate Park, 570-588 Swan St, Richmond VIC 3121  (Marked to the attention of the Protected Disclosure Officers)f
You may also raise the matter with an ‘officer’ or ‘senior manager’ of the company. This includes a director, or a senior manager in the company who makes, or participates in making decisions that affect the whole, or a substantial part, of the business of the company, or who has the capacity to affect significantly the company’s financial standing.	

## **WHO DOES THIS CODE APPLY TO?**

This Code applies to all SHV's Board, management, and employees. The Board, management and all employees are required to provide a signed copy of the Code of Conduct Declaration to the People & Culture Department on commencement and every three years. Employees who contract the services of agents, contractors or consultants must ensure that the agent, contractor, or consultant receives a copy and complies with this Code.

## **WHERE CAN I GET A COPY OF THE CODE?**

A copy of this Code can be found on our website. All new employees will also be provided a copy [https://www.selectharvests.com.au/documents/SHV\\_Code\\_of\\_Conduct\\_20211.pdf](https://www.selectharvests.com.au/documents/SHV_Code_of_Conduct_20211.pdf).

## **ADHERENCE TO THE CODE**

This Code has the full support of the Select Harvests' Board of Directors and Executive Team. Compliance with this Code is taken seriously. Employees and management who disregard the Code are subject to disciplinary action, including instant dismissal for gross misconduct. Failure to comply with the Code by agents, contractors or consultants may result in Select Harvests not engaging with those businesses.

## **REPORTING BREACHES OR CONCERNS**

You have a responsibility to immediately report any breaches or suspected breaches of this Code by a colleague to your Manager or the People & Culture Department.

Some examples of concerns include, but are not limited to:

- risks to the health and safety of a person;
- suspected fraud;
- corruption; and
- illegal activity.

All reports will be kept confidential and no employee will be disadvantaged or prejudiced by reporting in good faith a breach or suspected breach of law, regulation, or this Code.

For more information on how to make a report, refer to Select Harvests' Whistle-blower Policy which is designed to protect whistle-blowers, and encourage the raising of important issues or concerns.



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## CODE OF CONDUCT DECLARATION

As a Board Member / Employee (please circle) of Select Harvests, I acknowledge that I have read and understood my obligations to Select Harvests as detailed in this Code of Conduct.

I acknowledge that I will:

- comply with the Code;
- put safety first;
- always act with integrity to the highest standard;
- demonstrate the acceptable behaviours according to our values; and
- adopt any new or changed policies and seek clarification if I do not understand how they may affect me.

I declare that (please indicate by ticking the box):

☐ I am in a Conflict of Interest situation affecting Select Harvests as described in this Code (please indicate describing details below).

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☐ I am not in a Conflict of Interest situation affecting Select Harvests as described in this Code.

☐ I will not knowingly become involved in a Conflict of Interest unless I have the prior written approval of the Board of Directors and Executive Team.

I understand that failure to comply with the Code or to disclose a Conflict of Interest is a serious matter and may result in disciplinary action including termination of employment.

Name: 

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Employee Number: 

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Division/Region: 

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Date: 16-Dec-2022

- ☐ Yes By selecting Yes, I agree to all the terms and conditions within the Select Harvests code of conduct.
- ☐ No By selecting No, I do not agree to all the terms and conditions within the Select Harvests code of conduct

**Submit Form**

