

HATS Employees – Code of Conduct

Purpose of this document

This document outlines the Code of Conduct that employees of HATS Consulting Pty. Ltd. (HATS) are expected to comply with while carrying out employment duties including dealing with other employees, sub-contractors, consultants, clients and stakeholders.

This document applies to all HATS personnel including employees and working directors.

Employees Code of Conduct

Employees of HATS are expected to:

- Be familiar with this Code and HATS' policies and their requirements and expectations.
- Follow HATS' core values of **integrity, honesty** and **delivery on our commitments**.
- Carry out their duties diligently and to the current industry practice and relevant standard.
- Take care of their own health and safety and take care not to do anything that could harm others.
- Follow HATS' policies, management plans and procedures, covering health, safety and quality and any instructions that may result.
- Be fit for work, or if not, do not present for work and advise a HATS Director.
- Observe all HATS policies, management plans and procedures including any updates that they have been informed of. Breaches of these policies, management plans and procedures may be just cause for termination of an employment contract.
- Follow the work health and safety and other requirements of our clients when working at their sites.
- Be openminded when receiving feedback on their performance, and actively work to address the required improvements in performance, documented as actions in the regular performance reviews.
- Present themselves professionally as expected of the industry in which we work.
- Be flexible and able to adapt to changing circumstances when it comes to how and when our projects are done.
- Be respectful and conduct HATS' affairs fairly, honestly and ethically, when interacting with other HATS' employees, sub-contractors, consultants, clients, stakeholders and competitors.
- Declare conflicts of interests which may interfere, or even appear to interfere, with the interests of HATS as a whole.
- Safely use HATS' and clients' assets and intellectual property.
- Maintain confidentiality of information entrusted to them by HATS, its customers, suppliers and partners, except when disclosure is expressly authorised or legally required.

DIRECTORS SIGNATURES


Ryan Singh


Jiri Herza

5 April 2023

James Thorp