

CODE OF CONDUCT & BUSINESS ETHICS

Policy Document

Company: MISCO Australia Pty Ltd

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Approved By: Directors

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Review Cycle: Biennial or upon legislative or organisational change

1. PURPOSE

The purpose of this policy is to define the behavioural and ethical standards expected of all individuals representing MISCO Australia Pty Ltd.

This Code supports our commitment to integrity, accountability, quality, respect, and compliance with all relevant laws and obligations.

2. POLICY STATEMENT

MISCO Australia conducts business with honesty, fairness, and professionalism.

Our reputation relies on maintaining integrity in every decision, transaction, and relationship.

Every employee, director, and business partner has a responsibility to uphold these principles in all dealings on behalf of MISCO Australia.

3. OBJECTIVES

- Establish clear expectations for ethical and professional behaviour.
- Promote integrity, fairness, and respect in the workplace.
- Ensure compliance with Australian legislation and international obligations.
- Prevent corruption, conflicts of interest, and unethical practices.
- Reinforce MISCO's commitment to safe, sustainable, and responsible business operations.

4. SCOPE

Applies to:

- All directors, employees, contractors, consultants, and agents of MISCO Australia.
- All suppliers, distributors, and partners representing MISCO in any capacity.
- All operations, communications, and business activities undertaken locally or internationally under the MISCO name.

5. PRINCIPLES OF CONDUCT

5.1 Integrity and Honesty

Act with honesty, transparency, and fairness in all business dealings.

Do not engage in deceit, fraud, or behaviour that undermines the company's reputation.

5.2 Legal and Regulatory Compliance

Comply with all applicable laws and standards, including:

- Fair Work Act 2009
 - Work Health and Safety Act 2011
 - Privacy Act 1988
 - Corporations Act 2001
 - Modern Slavery Act 2018
 - Competition and Consumer Act 2010
 - Environmental Protection legislation
- and any other regulations relevant to MISCO operations.

5.3 Workplace Conduct and Respect

Treat all people with dignity, courtesy, and equality.

MISCO does not tolerate discrimination, bullying, harassment, or victimisation in any form.

Respect cultural and individual differences.

5.4 Health, Safety, and Environment

Every employee is responsible for safe and environmentally responsible behaviour.

- Follow company safety procedures and use PPE correctly.

- Report hazards, near misses, and unsafe acts immediately.
- Support initiatives to minimise environmental impact.

5.5 Conflicts of Interest

Avoid personal or financial interests that conflict—or appear to conflict—with company interests.

All potential conflicts must be declared to the Directors.

5.6 Anti-Bribery and Corruption

MISCO maintains a **zero-tolerance policy** for bribery, corruption, or improper inducements. Employees must never offer, give, solicit, or accept any payment, gift, or benefit intended to influence a decision.

5.7 Fair Competition

Conduct all business competitively and lawfully.

Avoid anti-competitive practices, collusion, or price manipulation.

5.8 Confidentiality and Privacy

Protect all confidential, commercial, and personal information.

Do not disclose or use company, customer, or supplier data for unauthorised purposes.

Handle information in accordance with MISCO's Privacy Policy.

5.9 Company Assets and Resources

Use company resources responsibly and for legitimate business purposes only.

Do not misuse, remove, or damage company assets, including IT systems, materials, or machinery.

5.10 Professional Communication

Represent MISCO professionally at all times.

Do not make unauthorised statements or social media posts that could harm the company's reputation.

Only designated personnel may speak publicly on behalf of MISCO Australia.

6. RESPONSIBILITIES

Role	Responsibility
Directors	Uphold and promote this Code, demonstrate leadership, and ensure ethical systems are maintained.
Managers/Supervisors	Model ethical behaviour, monitor compliance, and address breaches immediately.
Employees & Contractors	Read, understand, and comply with this policy; report breaches or unethical conduct.
Suppliers & Partners	Align conduct with MISCO's values and ethical standards.

7. REPORTING BREACHES

Employees are encouraged to report any suspected unethical or unlawful behaviour. Reports can be made confidentially to:

- A Director or Manager, or
- Through MISCO's Whistleblower Policy.

No employee will face retaliation for reporting concerns in good faith.

8. NON-COMPLIANCE AND DISCIPLINARY ACTION

Violations of this policy may result in:

- Formal warning or counselling,
- Suspension or termination of employment,
- Termination of supplier or contractor agreements, or
- Referral to external authorities where applicable.

9. TRAINING AND AWARENESS

This policy will be communicated to all employees and incorporated into induction training. Annual reviews and refresher sessions will reinforce understanding and compliance.

10. REVIEW AND CONTINUOUS IMPROVEMENT

The Directors will review this policy at least every **two (2) years**, or sooner if required by law, operational changes, or internal audit findings.

11. RELATED POLICIES

- Corporate Governance & Integrity Policy
- Conflict of Interest Policy
- Anti-Bribery and Corruption Policy
- Whistleblower Policy
- Privacy Policy
- Environmental Policy
- Work Health & Safety Policy
- Supplier Code of Conduct

12. ACKNOWLEDGEMENT

All MISCO employees and representatives must acknowledge that they:

- Have read and understood this Code.
- Agree to comply with its principles; and
- Understand that breaches may result in disciplinary action.