

# Code of Conduct

## 1. Introduction

Intermco is committed to conducting its business with a high degree of integrity, honesty and fairness. This Code of Conduct, which should be read in conjunction with the Intermco Code of Ethics, applies to all employees, directors and contractors of Intermoco.

## 2. Purpose of the Code

Intermoco employees are bound by the Code of Conduct and Code of Ethics.

The objectives of these codes are to ensure that:

- High standards of corporate and individual behaviour are met by all Intermoco employees within the context of their employment.
- Employees are aware of their responsibilities and obligations to Intermoco under their employment contract; and
- All persons dealing with Intermoco including employees, shareholders, suppliers and customers can be guided by Intermoco's published policies and standards.

## 3. Guiding Principles

- Intermoco employees will act with high standards of honesty, integrity, fairness and equity in all aspects of their employment.
- Intermoco as a company, will comply fully with the content and spirit of all laws and regulations which govern its operations, its business environment and its workplace.
- Intermoco employees will strive at all times to the utmost of their abilities to deliver quality services to meet our clients needs.
- Intermoco employees will not knowingly participate in any illegal or unethical activity.
- Intermoco employees will not enter into any arrangement or participate in any activity that would conflict with the interests of Intermoco or prejudice the performance of their professional duties.
- Intermoco employees will not do anything which would be likely to negatively affect Intermoco's reputation.
- Intermoco employees will always present themselves in a fit and tidy condition for work and be fully equipped to perform their work safely and competently.

- Intermoco's clients will be treated with respect, courtesy and a caring attitude to their business requirements.
- Intermoco employees will work in a supportive and cooperative manner and avoid physical, verbal or any other form of harassment of their fellow employees.
- Intermoco employees will not knowingly reveal trade secrets or other confidential information which could be detrimental to Intermoco's business interests.
- Intermoco employees will not take advantage of property, information or position, or opportunities arising from these, for personal gain or to compete with Intermoco.
- Intermoco assets must be acquired, maintained and used in an efficient manner and for legitimate purposes.

#### **4. Standards of Conduct**

##### **Private Work**

- Employees may engage in work unrelated to Intermoco's activities in their own time. Such work however, must not interfere with or affect the efficiency of the performance of their duties.
- Employees must not carry out any work for personal gain or advantage which draws upon Intermoco's resources or that has any association with the Company.
- Undertaking paid work during periods of recreation, sick or long service leave is not permitted.

##### **Public Comment**

To ensure that information provided to the media and public in general is accurate and appropriate, no public statement may be made on any matter concerning Intermoco's business except by the Chairman, Managing Director, Company Secretary or the Chief Operations Officer.

##### **Use of Intermoco Motor Vehicles**

Intermoco employees may use Intermoco vehicles for work related purposes and for limited private purposes. The vehicle must be secured and parked safely while not in use, and kept in a clean and tidy state. (For further details see Intermoco Motor Vehicle Policy).

## **Absence from Duty**

Employees unable to report for work for any reason, must advise their manager as soon as possible, giving reason for the absence and likely duration.

## **Confidentiality**

Confidentiality must be strictly observed and employees must not disclose Intermoco's confidential information unless it is required in carrying out their duties.

Any unauthorised disclosure of Confidential Information will result in disciplinary action.

## **5. Reporting unlawful/unethical behaviour**

All employees have an obligation to report any actual or potential unlawful or unethical behaviour undertaken by an Intermoco employee. The report should be made to the employee's manager or another manager as appropriate. All reports are to be investigated and reported appropriately.

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