

## Why does FKP have a Code of Conduct?

Our Code of Conduct is intended to provide guidance for directors, senior executives and other employees regarding the standards we expect in the conduct of our business. The Code supports our core value of “Integrity & Ethical Behaviour” and provides the link between this value and the way we do our work.

## Code of Conduct

### ***We must act honestly and in good faith***

All employees and officers have a duty of due care and diligence in fulfilling the powers and functions of their roles. No employee or officer should engage in conduct that is likely to bring discredit upon FKP.

### ***We must not disclose confidential information***

In the normal course of our employment at FKP, we may learn confidential information about FKP and/or whom it does business with. Unless we have permission we must not use or give out this confidential information. (Refer to the Privacy Policy or separate “Confidential Information Policy” for more detail).

### ***We must make proper use of company assets***

Company assets are specifically provided for employees and officers to do their job. Prior authorisation must be obtained before any asset is used outside the scope of an employee’s role.

### ***Health, safety and environment implications must be regarded before making any business decision***

We must ensure that our business decisions do not compromise our commitment to avoiding any injury to people or damage to the environment and ensuring we comply at all times with the appropriate laws.

### ***We must avoid conflict of interests***

In instances where our personal interests conflict with those of FKP, we must remove or manage the conflict so as to avoid loss to FKP or our customers. Circumstances would include but not be limited to, the receipt of secret commissions or other payments not directly from FKP.

### ***We must understand how company policy and procedure relates to our work***

All employees and officers must be aware of Company policies and procedures and how such relates to their work. This includes a working knowledge of company and divisional delegations of authority, to ensure no employee exceeds their respective limits in committing FKP verbally or in writing.

***We must comply with all laws and regulations***

FKP takes seriously its obligations as a company to comply with all relevant laws and regulation affecting its business. All employees and officers of the Company are expected to comply at all times with all laws and regulations relevant to their functions and tasks within the Company.

Employees and officers should report any breaches of relevant laws or regulations to the Company Secretary for further action.

***We promote and maintain a culture of lawful and ethical behaviour***

FKP encourages all employees and officers to report promptly in good faith any violations or suspected violations of this Code of Conduct.

**Am I in breach of the Code?**

Employees and officers can answer this question by satisfying the following transparency test:

*Would I accept what I am doing or about to do as an employee or officer of FKP on the front page of any newspaper ?*

*If the answer is NO – then you should NOT undertake the act. If you are in any doubt, ask your Group Manager for guidance.*

**Consequences of breaching the Code**

***Any employee or officer who breaches this Code of Conduct will face disciplinary action which, depending on the severity of the breach, could include dismissal or legal action, or both.***