

50-50 Foundation

Code of Conduct



Introduction and Purpose

50-50 Foundation Limited (Company) is committed to carrying out its business ethically and responsibly, acting only in ways that reflect well on the Company and in strict compliance with all laws and regulations.

The purpose of this Code of Conduct (Code) is to:

- (a) articulate the standards of behaviour expected of the Company's directors, senior executives, contractors, volunteers, and employees;
- (b) ensure the highest ethical standards are maintained within the Company;
- (c) ensure the reasonable expectations of the Company's stakeholders are met; and
- (d) identify the actions that should be taken where a breach occurs.

The Code has been approved by the Board of the Company.

Scope

This Code of Conduct applies to everyone who works at the 50-50 Foundation (the **Foundation**) including all employees, contractors and volunteers (**team members**). The Code of Conduct applies to all aspects of our work.

Aims

The Foundation's Code of Conduct (**Code**) is a set of guiding principles that team members are expected to follow consistently. The Code sets the standard for the way we work, and provides an overview of what's expected of each of us in our roles with the Foundation.

Core expectations of team members

The following principles set out the Foundation's fundamental conduct expectations of all team members. As a custodian of the Foundation's reputation, the following expectations apply to you.

1. **Engage respectfully** with fellow team members, customers, members of the public and other stakeholders of the Foundation. In particular, you must not discriminate against, harass or bully any person when you are at work or performing work duties, at work-related events or otherwise in connection with your work with the Foundation.
2. **Act with integrity** in performing your role and associating yourself with the Foundation. This includes treating people fairly and communicating honestly, as well as only holding yourself out to represent the Foundation while performing your duties for the Foundation (and not at other times).

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3. **Maintain confidentiality** of information relating to the Foundation. This includes only using the Foundation's confidential information for the Foundation's purposes, and not publishing, disclosing or retaining confidential information unless expressly authorised by the Foundation's Board.
4. **Exercise discretion** in relation to your role. This includes not publicly talking about or representing the Foundation, its purpose, operations or its people unless expressly authorised by the Foundation's Board, whether through traditional or social media.

5. Fair Trading And Dealing

The Company expects all team members to maintain the highest standard of ethical behaviour in conducting business and to behave with integrity in dealings with customers, shareholders, government, employees, suppliers and the community.

When dealing with others, team members must:

- a) perform their duties in a professional manner;
- b) act with the utmost integrity and objectivity; and
- c) strive at all times to enhance the Company's reputation and performance.

6. **Disclose any actual or possible conflicts of interest** you may have between your role with the Foundation and any other arrangement or interest. You must do this in writing, as soon as you become aware of the actual or possible conflict, to your supervisor or the Foundation's Board, and must work to manage the conflict before continuing in your role with the Foundation. Examples of possible conflicts include using Foundation information or resources for personal purposes, and outside work activities, noting that the Foundation recognises the rights of its team members to engage in activities outside of their roles at the Foundation that are unrelated to the Foundation's pursuits.
7. **Use equipment for Foundation purposes only.** This means you may only use Foundation equipment, such as tablet devices, for authorised tasks necessary to perform your role's function and in accordance with Foundation policies. You must not use any IT resource provided to you by the Foundation for private purposes (for example, browsing the internet or sending personal messages). You must not

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amend any device settings without permission. You must take reasonable care when using any Foundation equipment, and return the equipment as reasonably directed.

8. **Be responsible for your health and safety**, and the health and safety of your fellow team members by ensuring that all health and safety issues are reported in line with the Foundation's Health & Safety Policy. As part of this responsibility, you are required not to commence work or return to work (including voluntary work) with the Foundation while under the influence of alcohol or with the presence of drugs in your system, nor are you to consume alcohol or drugs while performing Foundation duties. Excessive alcohol consumption or consumption of any quantity of drugs while attending Foundation activities or a Foundation-related social event is not permitted. For the purposes of this requirement, "drugs" includes any drug prohibited by law in Australia, and any prescription medication not taken as prescribed.
9. **Comply with this Code, the law and the Foundation's policies.** Where the Foundation's expectations exceed what is required of you under the law, you are expected to meet that higher standard.
10. **Breaches of this code of conduct.** Team members are encouraged to report to their senior officer/manager any genuine behaviour or situation which they consider breaches or potentially breaches this Code, the Company's policies or the law. If team members know of, or have good reason to suspect, an unlawful or unethical situation or consider that they are a victim of unacceptable behaviour, they must immediately report the matter to their senior officer/manager.
11. The Board should be informed of any material breaches of the entity's Code, as they may be indicative of issues with the culture of the organisation.

More information

If you have a query about this policy or need more information, please contact the Foundation at info@5050foundation.net.au.

Review details

This policy was adopted by the Foundation on 1 January 2020.

This policy was last reviewed on 19 May 2021 (no changes made).

This policy was last reviewed on 18 July 2024 (changes included and updated accordingly).

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