



# Business Conduct Policy

## 1. Purpose

The purpose of this policy is to outline the standards of business conduct expected of all EIG employees. EIG is committed to conducting its operations in a fair, ethical, and lawful manner in compliance with Western Australian and Commonwealth legislation.

## 2. Scope

This policy applies to all EIG employees, contractors, and representatives engaged in business on behalf of the Company.

## 3. Principles of Business Conduct

### 3.1 Compliance with Laws

Employees must comply with all relevant laws, regulations, and company policies in the performance of their duties.

### 3.2 Ethical Behaviour

Employees must act honestly, fairly, and with integrity in all business dealings. Bribery, corruption, fraud, and other dishonest conduct will not be tolerated.

### 3.3 Conflicts of Interest

Employees must avoid situations where personal interests conflict with the interests of EIG. Any potential or actual conflict of interest must be disclosed to management immediately.

### 3.4 Confidentiality and Privacy

Employees must protect confidential company information, intellectual property, and personal data of colleagues, clients, and stakeholders, in accordance with privacy and confidentiality requirements.

### 3.5 Use of Company Property

Company property and resources must be used responsibly, lawfully, and only for authorised business purposes, unless otherwise approved.

### 3.6 Workplace Conduct

Employees must treat colleagues, clients, and stakeholders with respect, ensuring a workplace free from harassment, discrimination, and bullying.

### 3.7 Health, Safety, and Environment

Employees must follow all workplace health, safety, and environmental requirements to ensure a safe and sustainable workplace.

## 4. Misconduct

Breaches of this policy may result in disciplinary action, up to and including termination of employment, and may also result in civil or criminal penalties where laws are broken.

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## 5. Reporting Concerns

Employees are encouraged to report any actual or suspected breaches of this policy or unlawful conduct. Reports may be made to management or via confidential reporting channels, and will be managed in accordance with whistleblower protections.

## 6. Relevant Legislation (WA)

This policy is guided by the following legislation:

- Fair Work Act 2009 (Cth) – employment standards, protections, and conduct requirements.
- Industrial Relations Act 1979 (WA) – WA employment framework.
- Work Health and Safety Act 2020 (WA) – workplace health and safety obligations.
- Equal Opportunity Act 1984 (WA) – anti-discrimination and equal opportunity requirements.
- Criminal Code Act Compilation Act 1913 (WA) – offences relating to fraud, theft, corruption, and dishonesty.
- Corruption, Crime and Misconduct Act 2003 (WA) – standards on integrity and misconduct.
- Surveillance Devices Act 1998 (WA) – regulation of surveillance in the workplace.
- Privacy Act 1988 (Cth) – obligations regarding handling of personal information.
- Corporations Act 2001 (Cth) – governance, directors' duties, and business integrity provisions.

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