



# Respect and Conduct Policy

<b>Title</b>	Respect and Conduct Policy
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## 1. Purpose and Scope

The Respect & Conduct Committee is established to help ensure that all employees, particularly women working across the Company's operations, are able to work in an environment characterised by mutual respect, professionalism and personal dignity. The Committee provides a confidential and independent channel through which employees may raise concerns relating to inappropriate workplace conduct. The Committee reviews such matters sensitively and ensures appropriate follow-up action where required.

The Committee may review concerns relating to:

- Harassment or inappropriate behaviour in the workplace
- Conduct that undermines personal dignity or professional respect
- Concerns raised by employees who may feel uncomfortable using normal reporting lines
- Other workplace conduct matters brought to the Committee's attention

The Committee acts as a confidential and supportive first point of contact for such matters.

## 2. Composition

The Committee consists of female members representing different nationalities, age groups and levels within the organisation, ensuring employees across the workforce feel comfortable approaching the Committee.

## 3. Two-Tier Review Structure

### Tier 1 - Workplace Respect & Dignity Committee

The Committee serves as the initial confidential forum where concerns may be raised.

Its role is to:

- Receive concerns in a safe and confidential manner
- Listen to the employee raising the concern and provide guidance
- Conduct an initial review of the matter
- Determine whether the issue may be addressed informally or requires escalation

At this stage the Committee's role is support, review and guidance.

### Tier 2 - Formal Review / Investigation

Where the Committee determines that the matter requires formal action, it will be referred to management for formal review or investigation in accordance with Company procedures.

At this stage, appropriate functions such as Legal, HR may be involved to ensure due process and appropriate disciplinary action where necessary.

## 4. Responsibilities

The Committee will:

- Provide a confidential and trusted channel for employees to raise concerns
- Review matters with sensitivity, impartiality and discretion

- Ensure employees who raise concerns in good faith are treated respectfully and protected from retaliation
- Recommend escalation where necessary
- Identify recurring issues and recommend improvements to workplace practices and awareness initiatives that help employees understand expected workplace behaviours, including appropriate conduct, leadership expectations and cultural sensitivities across a diverse workforce.

Concerns raised maliciously or in bad faith may themselves be subject to appropriate disciplinary review.

Employees may approach any Committee member with whom they feel comfortable, regardless of department or reporting line.

## 5. Access and Reporting Channels

Employees may raise concerns directly with any Committee member through the channels made available by the Company.

Committee members and their contact details will be clearly communicated to employees, and concerns may be raised through confidential channels including phone, email or messaging platforms.

## 6. Complaint Handling Process

The Committee will follow the steps below:

- i. Concern raised:** An employee contacts a Committee member confidentially.
- ii. Initial Discussion:** The concern is heard and possible next steps explained.
- iii. Committee Review:** The Committee reviews the matter discreetly.
- iv. Resolution or Escalation:** Matters may be resolved informally or escalated for formal review where necessary.
- v. Follow-up:** The Committee ensures the matter has been appropriately addressed.

## 7. Confidentiality

All matters brought before the Committee will be handled with strict confidentiality. Information will only be shared where necessary to enable appropriate review or action.

## 8. Reporting and Governance

The Committee may provide periodic updates, where appropriate, to senior management. Serious matters or systemic concerns may be escalated to the CEO and, where appropriate, to the Board through the Company's governance channels.

The Committee will meet as required and will maintain confidential records of matters reviewed and recommendations made, in accordance with the Company's governance standards.

The Chair of the Committee will provide an annual update to the CEO (as a minimum).

## 9. Review

This Charter may be reviewed periodically to ensure alignment with Company values, workplace standards and applicable regulations.