



# CODE OF CONDUCT

## 1 Applicability

A reference to Vysarn in this Code of Conduct (**Code**) is a reference to Vysarn Limited ABN 41 124 212 175 (**Company**) and each of its child entities.

This Code applies to all directors, officers, employees, consultants, and contractors of the Vysarn (**Personnel**).

This Code also applies, as far as is reasonably achievable, to Vysarn's service providers, suppliers and third-party contractors (**Others**).

A reference to 'you' in this Code is a reference to all Personnel and any Others. The Code applies in addition to, and not to the exclusion of:

- a) Vysarn's other policies and procedures; and
- b) your statutory and other legal obligations as a consequence of any personnel or Others position or engagement with Vysarn.

All Personnel and any Others will be provided with access to a copy of this Code via the Company's website. Training or awareness sessions on this Code will be held from time to time, as required. This Code will be a component of all Vysarn business unit new employee onboarding and every employee must read and acknowledge this Code.

## 2 Purpose

Vysarn has formulated its values, and these are set out in its Statement of Values, which can be found on the Company's website.

Vysarn is committed to not only acting in compliance with its legal obligations, but also acting ethically and responsibly, which involves acting with honesty, integrity and in a manner that is consistent with the reasonable expectations of investors and the broader community. Vysarn is committed to acting in accordance with its Statement of Values, which underpin this Code.

This Code sets out what Vysarn regards as acceptable business practices for its directors, employees, and business partners (consultants and contractors) with the aim of ensuring that Vysarn delivers on its commitment as outlined above.

The Code is not intended to, and does not, create any rights in any person, including any employee, client, customer, supplier, competitor or shareholder of Vysarn.



### 3 Responsibilities

#### Board

Have overall responsibility for resources and mechanisms that are in place for the implementation of this Code.

#### General Manager

Responsible for implementing this Code within the business unit they control.

#### Employees and others

Responsible for always abiding by the requirements of this Code.

### 4 Obligations

#### 4.1 Act in Vysarn's best interests. Act honestly and with personal integrity

You must conduct yourself with integrity, honesty and fairness in all business practices and activities, and should deal with Vysarn's employees, service providers, suppliers, contractors, customers, shareholders, and competitors accordingly.

You must not take unfair advantage of anyone through conduct such as abuse of confidential information, misrepresentation or any unfair dealing or deceptive practice. Always strive to enhance Vysarn's reputation.

You must act in Vysarn's best interests and perform your duties with care and diligence, seeking to achieve operational excellence in your role.

#### 4.2 Comply with laws and regulations and do not participate in any illegal or unethical activity

Vysarn must comply with all legal and regulatory requirements that apply to it and its business wherever it operates.

You must not participate in any illegal or unethical activity.

You need to be aware of, and comply with, all laws and regulations relating to your work. You are encouraged to:

- (a) understand the laws which affect or relate to Vysarn's operations; and
- (b) attend training to maintain your knowledge of the laws and regulations, as well as to increase your awareness of relevant legal and regulatory developments.

Ignorance of the law is not an excuse for non-compliance. If you have a question as to whether a particular law or regulation applies, or how they may be applied or interpreted, please contact the Company Secretary.



### 4.3 Avoid Conflicts of interest

You may have a conflict of interest if, in the course of your role with Vysarn, any of your decisions lead to an improper gain or benefit to you or someone associated with you, or your personal interests (or the interests of someone associated with you), or an obligation to someone else, conflict with your obligations to Vysarn. This may arise due to outside jobs and affiliations held by you or someone associated with you, shareholdings or other investments in an entity that has a business relationship with Vysarn or is a competitor of Vysarn.

You must not engage in any activities which conflict, or could be perceived to be in conflict, with your responsibilities to Vysarn or compromise, or could be perceived to compromise, the performance of your role with Vysarn. If you have a conflict or potential conflict of interest, you must disclose that interest to your manager or supervisor so that it may be considered and addressed appropriately.

Vysarn's directors must deal with any conflicts, or potential conflicts, in accordance with the Board Charter, the Company's constitution and the Corporations Act 2001 (Cth).

### 4.4 Protect Vysarn's assets and maintain financial integrity

You must use your best efforts to protect Vysarn's assets which are under your control to ensure availability for legitimate business purposes and to ensure all corporate opportunities are realised by Vysarn.

**Confidential Information** is information that Vysarn considers to be confidential and that is not generally available outside Vysarn and may include information of third parties to which Vysarn has access. It includes information that Vysarn owns, develops, pays to have developed or to which it has an exclusive right.

Personnel must ensure that they do not disclose any Confidential Information to any third party or other director, officer or employee who does not have a valid business reason for receiving that information unless:

- (a) permitted or required under relevant laws or regulations; or
- (b) agreed by the person or organisation whose information it is.

If Confidential Information is required to be provided to third parties or other directors, officers or employees for valid business purposes, personnel must:

- (a) take adequate precautions to seek to ensure that the information is only used for those purposes for which it is provided and is not misused or disseminated to Vysarn's detriment. Such precautions include obtaining a confidentiality agreement or other undertaking (advice about these measures can be obtained from the Company Secretary); and
- (b) take steps to ensure that the information is returned or destroyed when the purpose is complete.



These obligations continue to apply to you after your employment or engagement with Vysarn ends.

No receipts, payments or transfers of Vysarn's funds or assets shall be made which are not authorised and properly accounted for in Vysarn's books. All Vysarn's books and financial records must fully reflect all receipts and expenditures in its financial statements and must conform to generally accepted accounting principles. If you collect, provide or analyse information for, or otherwise contribute to, the preparation of Vysarn's financial statements, you should attempt to ensure reports and disclosures are fair, accurate, timely and understandable. You must cooperate fully with the accounting department, independent auditors and legal advisers to ensure that Vysarn's system for producing such reports and disclosures functions properly. Attempts to create false or misleading records are forbidden.

#### **4.5 Do not take advantage of your position for personal gain**

You must not pursue or take advantage of any business opportunity which arises as a result of your position with Vysarn, or your access to Vysarn's property or information.

You must ensure that no property or information belonging to Vysarn, or opportunity arising from these, are used for personal gain or benefit, or to compete with Vysarn.

#### **4.6 Responsibility to employees, the community and the environment**

Vysarn is committed to:

- a) equal employment opportunity and supporting diversity;
- b) respecting the human rights of its employees;
- c) a safe workplace and maintenance of proper occupational health and safety practices commensurate with the nature of Vysarn's business and activities; and
- d) a workplace free from any kind of discrimination, bullying, harassment or other inappropriate behaviour.

You must understand and follow applicable laws and regulations, Vysarn's policies and any reasonable directions given to you to achieve these matters.

Vysarn is also committed to managing its activities to reduce adverse effects on the environment, and will recognise, consider, and respect environmental issues and other community concerns which arise in relation to Vysarn's activities. You are expected to understand and follow applicable laws and regulations, Vysarn's policies and any reasonable directions given to you in relation to these matters.

#### **4.7 Responsibility in foreign jurisdictions**

If you travel or live outside of Australia as part of your employment or engagement with the Vysarn, you are seen as a representative of Vysarn, not only in the performance of your employment or



engagement with Vysarn, but also in how you conduct yourself as a private individual. If you are working in locations outside Australia, you must act at all times in a way which upholds the good reputation of Vysarn.

You must respect the laws of the country you are visiting or in which you are living as part of your employment or engagement with Vysarn and must comply with all relevant local laws and regulations. You must comply with all directions given by Vysarn and/or its representatives in relation to compliance with local laws and regulations.

You need to be culturally sensitive to the people of the country in which you are working and/or living, and you need to be aware of local customs, including those relating to personal behaviour. You must familiarise yourself with local customs and determine whether aspects of your behaviour need to be modified so as to comply with the requirement of cultural sensitivity.

You must not engage in behaviour at any time which is likely to:

- a) adversely affect your ability to perform your duties;
- b) adversely affect the ability of Vysarn to achieve its objectives; or
- c) bring Vysarn into disrepute.

In particular, you should be aware that practices relating to and attitudes towards sexual behaviour and use of alcohol and other substances are often areas of cultural difference and can be highly sensitive. You must be particularly conscious of and sensitive to appropriate personal behaviour in respect of these matters in the local context.

## **5 Bribery and Corruption**

Vysarn prohibits bribery and corruption, in any form, whether direct or indirect, whether in the private or the public sector in any place that Vysarn operates.

Most countries, including Australia, have specific laws prohibiting any person or company from offering a bribe to a private individual or government official, and prohibiting private individuals and government officials from soliciting and receiving a bribe. There are potentially serious consequences, including imprisonment and fines, for contravention of anti-bribery and anti-corruption laws.

You are referred to Vysarn's Anti-Bribery and Anti-Corruption Policy for Vysarn's full policy regarding anti-bribery and anti-corruption.

## **6 Consequences of breach**

The Company has established a Whistleblower Policy to encourage you to raise any concerns or report instances of any violations (or suspected violations) of this Code (or any potential breach of law or any other legal or ethical concern) without the fear of intimidation or reprisal. Any breach of compliance with this Code is to be reported directly to the Whistleblower Officer, in accordance with the procedure set out in the Company's Whistleblower Policy. The Whistleblower Officer is currently Mr Peter Hutchinson, Chairman.



Anyone breaching this Code may be subject to disciplinary action, including termination.

## **7 Review**

The Board will review this Code in accordance with the document control procedure and update it as required. If you have a suggestion or improvements or amendments to this Code, these can be made in writing at any time by notice to the Company Secretary.