



**WESTLINK**

# **CODE OF CONDUCT**

**Standard**

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## 1 Purpose

The purpose of the Code of Conduct is to provide a detailed description of the legal and ethical behaviour expected of our business and its personnel. It adds another important element of our Corporate Governance Framework and enhances our core values, beliefs and sets the right culture.

Westlink is committed to promoting a culture of corporate compliance and ethical behaviour and we expect the reporting of matters that may cause financial or non-financial loss to the company or damage to the company's reputation. Our ability to meet this commitment requires everyone that works at Westlink to comply with internal and external standards.

The Code of Conduct sets the mandatory standards for the decisions we make and the way we work.

The CEO of Westlink is accountable to ensure that the Code of Conduct is implemented throughout all operations.

## 2 Scope

This Code applies to everyone that works at Westlink, as such our Directors and all employees, contractors and consultants, must comply with it. It is a mandatory requirement that all personnel successfully complete the Code of Conduct training once every 12 months.

## 3 Conduct

### 3.1 Responsibility to shareholders

The Company aims to achieve sustainable business growth and enhance our corporate value to our shareholders. Our activities must safeguard the rights and interests of the Company's shareholders and comply with systems of control and accountability that have been implemented as part of its corporate governance with openness and integrity.

### 3.2 Guiding principles

The guiding principles listed below are to assist you in making decisions in your day to day work at Westlink:

- Safety is paramount – No Harm to People or the Environment;
- We pursue excellence;
- We act with honesty and integrity;
- We act professionally and respectfully;
- We work as a team;
- We comply with laws and our policies and standards;
- We avoid and manage conflicts of interest; and
- We protect Westlink's confidential information and intellectual property.

### 3.3 Expectations of all personnel

All personnel must understand and comply with the law and this code, act with honesty and integrity and exercise good judgement to avoid even the appearance of improper behaviour.

The events or circumstances listed within this document are non-exhaustive. Where a specific event or circumstance is not listed then you must act at all times in accordance with the corresponding guiding principles in section 3.2 above. Consider all your actions and ask yourself:

- Is it legal?
- Is it ethical?
- Does it comply with the code?

If the answer is NO to any of the above, don't do it and seek guidance from management.

### 3.3.1 Pursuit of excellence

The Pursuit of Excellence is the philosophy that drives the Westlink culture. It is the 'Westlink Way'. Through the Pursuit of Excellence, we aim to provide superior value to our shareholders by taking pride in our work and not settling for outcomes that are less than excellent.

We expect that you will:

- Take pride in everything you do;
- Seek to improve your skills and knowledge to pursue excellence in every task;
- Do not back away from challenges and do not settle for outcomes that are deemed to be less than excellent;
- Implement strong systems and processes that produce consistently excellent outcomes for safety, environmental, people and financial goals;
- Strive for execution excellence resulting in flawless project start up and successful operations for clients; and
- Aim to provide superior value to shareholders.

### 3.3.2 Behaviour

We act professionally and respectfully. We are ambassadors for Westlink. As such, your conduct in the work environment and at work related social functions must be professional and respectful at all times towards our clients, our colleagues, our stakeholders and the community.

You must:

- Behave appropriately in the work environment and at work related social functions;
- Be accountable for your own decisions and actions;
- Do not disparage people or spread rumours
- Not disclose Westlink's confidential information without ensuring the recipient is bound by a duty of confidentiality;
- Not engage in or tolerate bullying, harassment or unlawful discrimination;
- Not engage in favouritism in the selection of staff and/or the people and organisations we work with;
- Treat each other with respect and kindness;
- Support each other; and
- Speak up when you see others doing the wrong thing.

We work as a team and want a working environment where everyone is happy to come to work and achieves their full potential. As part of this we encourage and support our colleagues.

## 3.4 Alcohol and Drugs

All personnel are responsible for their own health and safety and for the health and safety of any other person encountered in the workplace. Westlink prohibits any person from entering a worksite whilst under the influence of alcohol or drugs. The misuse of drugs and the possession and use of illegal drugs is prohibited at all times.

Personnel must have a blood alcohol level of 0.00% when working on any operational or construction site or when operating any plant and equipment and at all other locations where we operate, have a blood alcohol level of less than 0.05%. Personnel are not to excessively consume alcohol when conducting Westlink business or whilst attending a Westlink social function;

Smoking is a health hazard and all workplaces are to be smoke free environments. Smoking is prohibited unless in an authorised designated smoking area.

For full details please refer to the Westlink Drug and Alcohol Policy.

### 3.5 Confidentiality

Personnel will throughout the course of their employment / engagement receive and have access to information that is confidential to Westlink and to our clients. In some cases, this information is protected by intellectual property rights. Confidentiality and intellectual property clauses should be contained in all contracts of employment and are to be included in all contracts with consultant's, contractors and other parties who provide services to and on behalf of Westlink.

Our Standard Employment Contract refers to Westlink ownership of the work product of personnel.

Personnel must, both during and after their employment protect, to the best of their ability, any confidential information acquired during their period of employment / engagement and protect the intellectual property rights of the company our clients and our suppliers. All confidential information must be returned to the company upon termination of service.

### 3.6 Conflict of Interest

Personnel must not hold assets or become involved in activities that creates a material conflict of interest between their personal interests and those of the Company.

In the event of a conflict of interest or a potential conflict of interest the personnel must advise the CEO of the circumstances that have or may give rise to the conflict of interest and remove themselves from the situation giving rise to the conflict.

We strive to avoid and manage actual and potential conflicts of interest and when they arise, we deal with them responsibly and the CEO will ensure the matter is properly investigated.

### 3.7 Compliance with Laws

Westlink operates in a number of legal jurisdictions and therefore the company and its personnel are subject to the laws of Australia and the laws of the countries in which we operate.

All personnel are required to understand the legal environment in which they are operating. Ignorance of the law does not excuse non-compliance, Consequently, where necessary, professional advice may need to be sought. In the first instance this advice must be sought through the CEO, the CEO will then determine any external legal advice required. The aspects of the law that are commonly encountered include, Trade Practices Law, Health & Safety Legislation, Environmental Law, Employment Law, Corporations Law and Taxation Law.

### 3.8 Compliance with Westlink Policies and Procedures

All personnel must be familiar with and comply with the Westlink Management System including policies, standards, procedures and supporting documents.

### 3.9 Health and Safety

Westlink gives health and safety priority over all our activities and encourages a culture where all personnel are empowered to stop or delay any work where effective risk management controls are not in place. It is of utmost importance that we identify and manage any risks to prevent work related injury or illness.

### 3.10 Environment

Westlink believes excellence in environmental performance is essential to our business success and is compatible with balancing the economic, social and environmental needs of sustainable development. All personnel will ensure that all activities will be undertaken with consideration given to minimising adverse impacts on the environment and communities in which we work.

### 3.11 Unlawful Discrimination

Unlawful discrimination, harassment or demeaning behaviour of any kind against any individual or group is considered to be unacceptable behaviour. All personnel must be familiar with and comply with the Westlink Inclusion and Diversity Policy and the Workplace Bullying Policy.

### 3.12 Equal Employment Opportunities and Practices

Westlink values equal opportunity in the workplace. Every person will be treated with care, respect, integrity and trust. The recruitment and employment of all personnel will be undertaken in accordance with our Equal Employment Opportunity Policy, our Inclusion and Diversity Policy and supporting procedures. Discrimination or any form of unjust influence to the recruitment process will be regarded as unacceptable behaviour.

### 3.13 Financial Inducements

All personnel must be aware that bribery is unlawful in Australia.

You must never structure a transaction to conceal or misrepresent the involvement of a party to a transaction (e.g. to conceal money laundering or the involvement of sanctioned countries, entities or individuals)

The following is a summary of Australia's position from the Australian Federal Police.

"Corruption undermines fair competition and can have disastrous consequences for developing economies, ultimately shrinking the global market for Australian exports and investment.

The Australian Government works on a number of fronts to fight bribery and corruption both here and overseas. This approach helps support better governance and legal systems. It also helps improve Australia's investment opportunities overseas and is an important aspect of our excellent global reputation as a corruption-free trading partner."

Australia has been an active member of the Organisation for Economic Cooperation and Development (OECD) since 1971. In 1999, Australia became a party to the Organisation for Economic Cooperation and Development's (OECD) Convention on Combating Bribery of Foreign Public Officials in International Business Transactions. Since 1999, it has been a criminal offence (Commonwealth Criminal Code Act 1995) to bribe a foreign public official, whether in Australia or in another country. An Australian in another country who bribes or attempts to bribe an official of that country can be prosecuted for bribery in an Australian court.

From the Company's perspective the offering, payment solicitation or acceptance of bribes, kickbacks, secret commissions or similar payments in any form are considered to be unacceptable practices.

In some country's small payments to low-level public officials (facilitation payments) are commonly sought to expedite routine services or administrative processes. The company does not encourage this practice and every effort should be made to avoid payments of this type. Where unavoidable the payment must be approved in accordance with the company's delegation of authority and must be accounted for clearly and accurately.

### 3.14 Fraud

Fraud in any form is considered to be unacceptable behaviour and subject to disciplinary action.

### 3.15 Gifts and Entertainment

- Do not give, seek or accept gifts unless the value of the gift is less than approximately A\$300 and it is seen as a common courtesy associated with general commercial practice.
- The provision of non-business travel, accommodation and entertainment, including meals is to be considered a gift and therefore covered by the same rule.
- Prior to any gifts being given or accepted above a value of or greater than A\$300 must be reported to your Line Manager to seek approval from the CEO to ensure they are within general commercial practices. The Line Manager will ensure they are listed on the company gift register.

### 3.16 Outside Employment

Outside employment should not be undertaken where the commitment is likely to interfere with the execution of your employment contract with Westlink. Outside employment must not be undertaken when it:

- Creates or is likely to create a conflict of interest;
- Draws upon information or knowledge obtained through your employment with Westlink; and/or
- Involves the use of company time or resources.

### 3.17 Privacy

Westlink is committed to protecting the privacy of its personnel in accordance with relevant legislation.

### 3.18 Share Trading and Inside Information

The Corporations Act of Australia prohibits a person from dealing in shares or other securities of a company if that person is in possession of information that is generally not available to the investment community and which if generally available would influence the market for those securities. All Directors and personnel are obligated to act lawfully.

### 3.19 Sponsorships

Any proposed sponsorship agreements must be approved in accordance with the Group's Delegation of Authority.

### 3.20 Use of Company Resources

The unauthorised use of company resources (funds, property, supplies or equipment) for personal benefit is not permitted and may be considered as theft and subject to disciplinary action.

## 4 Commercial Conduct

The following provisions should be included in all sub-contracts:

### 4.1 Warranties

Adequate anti-corruption warranties under which the sub-contractor, consultants, vendors and suppliers would undertake to:

- (a) Not participate in any corrupt practices in relation to the project;
- (b) Ensure that its officers and personnel, and subsidiary and associated companies do not participate in corrupt practices; and
- (c) Take reasonable steps to ensure that its agents, joint venture and consortium partners, sub-contractors, suppliers and consultants do not participate in any corrupt practices.

### 4.2 Back to back obligations

Any anti-corruption obligations will be passed onto all sub-contractors, consultants, vendors and suppliers.

### 4.3 Remedies

Contracts should provide for termination of the contract in the event of a corrupt act by the other contracting party.

## 5 Reporting of unethical behaviour

Westlink is committed to promoting a culture of corporate compliance and ethical behaviour. We encourage the reporting of matters that may cause financial or non-financial loss to the company or damage to the company's reputation. All personnel are required to immediately report circumstances that may involve a breach of the spirit or the letter of this Code of Conduct. Breaches of the Code of Conduct should in normal circumstances be reported to your Line Manager or directly to the CEO.

## 6 Consequences of non-compliance

All personnel are required to comply with the Code of Conduct and any breach of the code, prevailing business ethics or the law will be considered to be unacceptable behaviour and will be subject to disciplinary action. This may result in reprimand, formal warning, demotion or termination of employment or contract.





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