

## GROUP CODE OF CONDUCT

Collins Foods Limited (the **Company**) and subsidiaries (together, **Group**)

### 1 Introduction

- 1.1 The Group is committed to maintaining ethical standards in the conduct of its business activities. The Group's reputation as an ethical business organisation is important to its ongoing success. The Group expects you to be familiar with and have a personal commitment to meeting these standards. These standards go beyond mere compliance with laws and regulations. They also embrace the values which are essential to the Group's continued success.
- 1.2 This Code of Conduct (**Code**) clearly states the standards of responsibility and ethical conduct expected of you as a director or employee of the Group. It applies to all directors and employees of the Group, and where relevant and to the extent possible, consultants, secondees and contractors of the Group.
- 1.3 The Code requires you and, where relevant and to the extent possible, consultants, secondees and contractors of the Group to adhere to the law and various policies of the Group referred to in this Code. The standards set out in this Code cannot, and do not try to, anticipate every situation which may pose a legal, ethical or moral issue. Therefore, the Code is not a prescriptive set of rules for business behaviour, but rather a practical set of principles giving direction and reflecting the Group's approach to business conduct.
- 1.4 You need to exercise sound judgment when evaluating an issue of business conduct. If you are in any doubt, you should seek advice before taking any action which may compromise yourself or the Group.

### 2 The Group's business ethics

#### Openness, honesty, fairness and integrity and in the best interests of the Group

- 2.1 You must conduct yourself with openness, honesty, fairness and integrity, and in the best interests of the Group in all business transactions and in all dealings with others including shareholders, employees, joint venture partners, suppliers, creditors, financiers, the financial markets, governments and the general public.
- 2.2 This means that you:
  - (a) must not make promises or commitments which to your knowledge the Group will be unable to, or does not intend to, honour;
  - (b) must ensure that all business decisions with customers and suppliers are made solely on sound commercial grounds having regard to the quality, price and service;
  - (c) must not use the Group's name or your position for personal gain or in competition with the Group;
  - (d) must act with due care and diligence in fulfilling the functions of your office or employment; and
  - (e) should not engage in conduct which may bring discredit upon the Group.

#### Giving and accepting business courtesies

- 2.3 You must not give, seek or accept in connection with the Group's operations any gifts, meals, refreshments entertainment or other benefits which goes beyond common courtesies associated with ordinary and proper course of business. You must avoid everything that could reasonably be construed as a bribe or improper inducement.
- 2.4 Any gift, entertainment, other personal favour, assistance or benefit given or received which has a value in excess of \$100 (or any other amount determined by the relevant Board) must be approved by the CEO (or in their absence Group CFO) using the Group's 'Gift Register' and reported in the 'Conflicts of Interest' survey conducted by the Group/ Company on an annual basis. Any gift not declared may be viewed as a bribe.

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- 2.5 The rationale for this restriction is that the offer or acceptance of a gift can create an obligation or be construed or used by others to allege favouritism, discrimination, collusion or similarly unacceptable practices by the Group.

### **Financial and other inducements**

- 2.6 Offering a bribe to a government official and the receipt of a bribe by a government official is prohibited under Australian law and the laws of most countries. Australia, Germany, the Netherlands and the United Kingdom are signatories to the OECD Convention Combating Bribery of Foreign Public Official in International Business Transactions and have enacted legislation prohibiting the offering of anything of value to foreign public officials which enables it to prosecute its citizens and corporations for the bribery of public officials in other countries.
- 2.7 Each of the States and Territories of Australia, Germany, the Netherlands and the United Kingdom also have anti-bribery legislation that prohibits the provision of corrupt benefits to both public officials and business people.
- 2.8 A contravention of anti-bribery legislation has serious consequences, such as imprisonment or fines for individuals involved as well as fines for the Company or other Group entities.
- 2.9 You should not make any payments or payments in kind (gifts, favours, etc) to influence individuals to award business opportunities to the Group or make business decisions in the Group's favour.

### **Mutual respect**

- 2.10 You are expected to treat with courtesy and respect your colleagues, joint venture partners, customers, shareholders and anyone else with whom you interact in your work.

### **Ethical conduct**

- 2.11 You must act ethically in your approach to business decisions.
- 2.12 In negotiating and administering contracts and other business relationships, you are expected to be fair and reasonable. You must not behave in any way that is, or might be construed as being harsh, oppressive, unconscionable, unethical, coercive or dishonest.

## **3 Business conduct**

### **Compliance with laws and regulations**

- 3.1 You must comply with all laws and regulations relating to your business conduct and the Group's operations. This includes being familiar with the duties and responsibilities applying to you under the laws relevant to the Company or Group entity and in the context of your role in the Company or Group entity.
- 3.2 Any activities carried out by yourself must comply with the laws which may apply to any activities or operations in the jurisdiction that the activity is being carried out.
- 3.3 Senior management to an 'Area Management' level are required to ensure that they are aware of the legal obligations and requirements that impact their areas of responsibility.
- 3.4 The laws that govern the business activities of the Company or Group entity may be complex. You are encouraged to contact the Company's Company Secretary if you are unclear about laws or regulations relating to your work. There can be no justification for knowingly breaking the law or for choosing to be uninformed about the law. Good motives are not an excuse for committing illegal acts.

### **Trading in shares**

- 3.5 The law prohibits dealing in the shares of a company while in possession of 'inside information'. 'Inside information' is information that is not generally available and if it was available, a reasonable person would expect it to have a material effect on the price or value of shares.
- 3.6 You must not (and must not cause another person to) trade in Company shares or the shares of any other company to which the information relates on the basis of inside information or pass inside information onto someone who might use inside information to trade in Company shares or any other company to which the information relates.

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- 3.7 A breach of insider trading provisions may result in criminal prosecution.
- 3.8 Any trading or other dealing in Company shares must be done in accordance with the Group Securities Trading Policy. If you have any doubt, you should contact the Company's Company Secretary.

### **Privacy and intellectual property**

- 3.9 You may have access to records which contain information that may be of a personal nature, or that the Group has obtained to assist in the management of the business. This information is private and confidential and may not be disclosed to any unauthorised third party.
- 3.10 All intellectual property that you generate in relation to the Group and its activities is the property of the Group. You are responsible for protecting the Group's intellectual property rights.

### **Confidentiality and control of information**

- 3.11 You must ensure that you do not disclose any Confidential Information or Proprietary Information to any third party or other employee who does not have a valid business reason for receiving that information.
- 3.12 'Confidential Information' in this context means information that the Group considers private and that is not generally available outside the Group.
- 3.13 'Proprietary Information' in this context means information that the Group owns, develops, pays to have developed or to which it has an exclusive right.
- 3.14 If Confidential Information or Proprietary Information is required to be provided to third parties or other employees for valid business purposes, the Group and its employees must:
  - (a) take adequate precautions to ensure that information is only used for those purposes for which it is provided and is not misused or disseminated to the Group's detriment; and
  - (b) ensure that the information is returned or destroyed when the purpose is complete.
- 3.15 Such precautions include obtaining a confidentiality agreement or other undertaking. Advice about these measures can be obtained from the Company's Company Secretary.
- 3.16 You must:
  - (a) return all Group property including any documents or Confidential Information or Proprietary Information, on termination or on the request of the Group or its representative; and
  - (b) if requested by the Group or its representative, destroy or delete any Confidential Information or Proprietary Information stored in electronic, magnetic or optical form so that it cannot be retrieved or reconstructed.

## **4 Corporate opportunities**

You must not, without written approval of your Manager, pursue or take personal advantage of any business opportunities which arise as a result of your position within the Group or the use of the Group's property or information.

## **5 Professional conduct**

### **Financial integrity**

- 5.1 The Group has stringent financial accounting procedures that are overseen by management, the Audit Committee and the external auditor. Therefore:
  - (a) the use of Group funds or assets for any unauthorised or unethical purpose, including for the advantage of others, or to cause loss to the Group is prohibited. No undisclosed funds or assets of the Group have, or will be, maintained or established for any purpose;
  - (b) no false or misleading entries may be made in the books or records of the Group for any reason; and
  - (c) no payment on behalf of the Group may be made or approved on the understanding that it will or might be used for something other than the stated purpose.

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- 5.2 You must ensure that:
- (a) the Group's financial books, records, reports and statements properly document all assets, liabilities, and revenue; and
  - (b) expenses accurately reflect all transactions of the Group and are retained in accordance with Group policies and all applicable laws and regulations.

## 6 Personal conduct

You are expected to adhere to the following standards of personal conduct:

- (a) act honestly, in good faith and in the best interests of the Group as a whole;
- (b) use due care and diligence in fulfilling the functions of your position and exercising the powers attached to your employment;
- (c) recognise that your primary responsibility is to the Group and its shareholders as a whole;
- (d) attend and undertake your work without being under the influence of drugs, alcohol or other substances or being distracted by personal business or other interests; and
- (e) protect any Group assets under your control and not use them for personal purposes, without the Group's prior approval.

## 7 Business agreements and contracts

- 7.1 The Group expects to compete fairly and ethically for all business opportunities. If you are involved in the negotiation of agreements, you must ensure that you act in accordance with the law.
- 7.2 All statements, communications and representations made to customers, suppliers, partners, competitors and others with whom you undertake business transactions, should be accurate and truthful and must not be misleading or deceptive.
- 7.3 All appropriate approvals must be obtained before any agreements are executed.
- 7.4 The Group is committed to meeting all of its contractual obligations. You are expected to know, understand, and honour the terms of the Group's contractual obligations that are relevant to your role.

## 8 Gathering information on competitors

Whilst the Group acknowledges that an understanding of the market, and therefore its competitors, is essential in undertaking business, gathering this information should be done legally and ethically. Information should not be gained through unlawful or deceitful means.

## 9 Avoiding or managing conflicts of interest

- 9.1 A conflict of interest arises when a person is in a position which requires them to balance their own interests or the interests of others (such as friends or relatives) against the interests of the Group. You must fully and promptly disclose to the Group any private or other business interests or other matters which may lead to potential or actual conflicts of interest.
- 9.2 If you have any doubt about conflicts of interest, you should contact the Company's Company Secretary, in the case of directors and senior managers, or your manager in the case of any other employee.

## 10 Relationships with others

### The Company and its shareholders and the financial community

The Group is committed to delivering shareholder value within an appropriate framework which safeguards the rights and interests of the Company's shareholders and the financial community generally. The Group aims to comply with the systems of control and accountability in place as part of its corporate governance in accordance with the ethical standards referred to in this Code.

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## 11 Group employees

- 11.1 The Group actively supports the principle of equal employment opportunity regardless of race, religion, national origin, sex, age, physical disability, marital status or sexual orientation and expects its senior management and employees to practise and support this principle.
- 11.2 The Group's policy is to avoid discriminatory practices of any kind and to make employment and career decisions strictly on the basis of individual ability, performance, experience and Group requirements.
- 11.3 The Group believes that every individual has the right to dignity and respect in the workplace. Therefore, the Group regards any personal, physical or sexual harassment as totally unacceptable. That sort of behaviour is unacceptable regardless of whom the perpetrator is, and may lead to the termination of their employment. The use of any medium (including email or the Internet) to disseminate material which is sexually explicit, defamatory, vulgar, or racist is prohibited. The use of Group facilities to access material which is sexually explicit, defamatory, vulgar, or racist is also prohibited. These policies apply to you regardless of your position.
- 11.4 The Group is committed to protecting the health and safety of its employees, visitors and the public. The Group expects and requires you to comply with Work Health and Safety laws and Company, Group or Group entity relevant policies, including your obligation to report any hazardous conditions in the workplace and any workplace incidents or accidents.

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## 12 Other policies regulating employee behaviour

- 12.1 The Group has policies and procedures which govern conduct of its business and operations. All senior management and employees are expected to make themselves familiar with the Company, Group or Group entity policies and procedures and to adhere to those policies in conducting business or operations on behalf of the Group.
- 12.2 You are also expected to know, and always act within, the limits of your authority to speak on behalf of the Group and to commit the Group to business transactions or to make other commitments on behalf of the Group.

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## 13 Compliance

It may be difficult to always ensure compliance with this Code and therefore the cooperation of every person is required. If you suspect that any fraudulent or unethical behaviour has occurred, or are concerned that any conduct by any director, officer or employee may be in breach of applicable law or this code, you should contact the Chair of the Company's Audit and Risk Committee, the Company's Company Secretary or the Company's auditors. Details of any concerns and the identity of any persons making the report will be treated confidentially. Any matter reported will be handled promptly and in a manner that ensures the individual is not disadvantaged for reporting their concerns. For full details, please see the Group Whistleblower's Policy. Employees may receive training on how to comply with the Code.

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## 14 Consequences for breaching the code

- 14.1 All suspected breaches of the Code will be thoroughly investigated by the Group. If these investigations reveal breaches of the Code, appropriate disciplinary and remedial action will be taken, depending on the nature of the breach. This will range from providing the director, senior manager or employee with training, coaching and counselling through to formal warnings and/or to termination.
- 14.2 The Group reserves the right to inform the appropriate authorities where it is considered that there has been criminal activity or an apparent breach of the law.

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## 15 More information

If there are any questions regarding any aspect of this Code, please contact the Company's Company Secretary.

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