



## Bioxyne Limited

### Code of Conduct

This Code of Conduct (**Code**) sets out the ground rules for the way we work at Bioxyne Limited (**Bioxyne**). We place great importance on honesty, integrity, quality, and trust, and we are all expected to adhere to the behavioural standards set out in this Code whenever we are acting as representatives of Bioxyne.

While this Code does not contain a comprehensive list of acceptable ethical behaviour, it will help us to make decisions in our day to day work - whoever we are, whatever we do and wherever we do it. If you are ever in doubt about whether your proposed course of action is appropriate or need more information, talk to your manager.

#### Our Statement of Values

Each of us is responsible for our own behaviour and we all need to take accountability for the choices we make. In making informed choices, we must have regard to Bioxyne's values:

- We are professional
- We treat all people with respect
- We keep our workplace safe and sound
- We steer clear of conflicts of interest
- We protect confidentiality and privacy
- We act morally and in accordance with the law
- We are good corporate citizens
- We respect and use Bioxyne's assets for proper purposes
- We respect this Code

## 2. We are professional

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Bioxyne's shareholders, stakeholders and the community expect everyone who works at Bioxyne to act professionally, ethically and responsibly. We always strive to meet these expectations and to support others to do the same. We do not tolerate dishonest behaviour from anyone we deal with, and we act with integrity. We undertake our duties with care and diligence, and we deal fairly and honestly with each other, and with third parties.

## 3. We treat all people with respect

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We foster a safe working environment that is inclusive and promotes wellbeing. We treat everyone we deal with at work with dignity and respect. We are familiar with and comply with our employment policies. Inappropriate behaviour, including harassment, discrimination, bullying and intimidation, will not be tolerated under any circumstances and is a breach of the terms of employment.

Discrimination or harassment based on race, colour, religion, gender, age, marital status, disability or other factors unrelated to legitimate business interests, will not be tolerated.

We are all entitled to our personal preferences in private or political matters. No pressure should be placed on anyone to influence those preferences and no approval or disapproval of



anybody's private or political preferences or activities should be shown by anyone in their role at Bioxyne.

Employment and advancement decisions within Bioxyne are based upon merit, qualifications and competence and will not be issued or affected by unlawful discrimination, including on grounds of gender, age, marital status, sexuality, parental status, pregnancy, physical features, disability or impairment, ethnic origin or religious, political or other beliefs.

#### **4. We keep our workplace safe and sound**

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Bioxyne is committed to ensuring a safe working environment for all employees and this includes complying with all applicable laws, regulations and record keeping requirements to avoid workplace injuries. If we see something unsafe, we say something.

#### **5. We steer clear of conflicts of interest**

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We make sure our individual interests do not interfere with Bioxyne's interests, and we immediately disclose to our managers any business or personal relationships we have which might impact, or appear to impact, Bioxyne's decision making processes. The perception of a conflict of interest can do as much damage to Bioxyne's reputation as an actual conflict of interest, so we always keep an arm's length relationship when dealing with stakeholders, suppliers or partners.

#### **6. We protect confidentiality and privacy**

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In our work at Bioxyne, we are entrusted with private and confidential information relating to Bioxyne, colleagues, suppliers, stakeholders and other third parties. We respect the sensitive nature of this information, and understand that misuse of this information could have severe consequences for those whose information is misused. We protect all private and confidential information entrusted to Bioxyne, and we never misuse it. We act in accordance with Bioxyne's privacy policy at all times.

#### **7. We act morally and in accordance with the law**

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We act honestly and with the highest standards of personal integrity at all times.

Bioxyne complies with the Australian anti-bribery legislation. Among other things, this prohibits employees from bribing any public official, government, or other individual – regardless of nationality or local custom – to secure any concession, contract, or favourable treatment for the Company or any of its entities or the employee. Bribes include any kickbacks or other unlawful payments.

We aren't interested in any improper payments, benefits or gains of any kind. We don't do anything which might suggest that we are giving preferential treatment to a person or company that is offering a reward or gift. We only entertain customers and business associates in a manner approved by management, which includes avoiding any actual or perceived conflicts of interest.

Bioxyne is subject to laws and regulations in all the locations in which we operate. We stay up to date and comply with all applicable laws, and otherwise act honestly and in good faith at all times. We respect the customs and business practices of the countries in which we operate while not compromising the principles embodied in this Code.



## **8. We are good corporate citizens**

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We care about our stakeholders, our shareholders and our staff. We meet our responsibilities to our immediate community (those with whom we directly interact), and we make meaningful contributions to the wider community whenever we can.

We are all responsible for maintaining and protecting the environment. We should, therefore, always consider the impact of our activities on the environment and the local community, including the way in which waste is disposed, chemicals are used and stored, and natural resources utilised.

## **9. We respect and use Bioxyne's assets for proper purposes**

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Bioxyne's assets, including goods, money, intellectual property or the services of Bioxyne employees and contractors, must not be used for personal gain. This includes, but is not limited to:

- improper use of Bioxyne's company information;
- improper use of Bioxyne's clients' information;
- transcription of computer software programs, regardless of whether or not the programs are protected by copyright;
- falsification or improper use of corporate cards, expense accounts or other similar accounts; and
- unauthorised use of the Bioxyne logo/trademark.

Bioxyne's property is not to be removed from Bioxyne's premises without authorisation. Every employee, while in control of any Bioxyne assets, is personally responsible for them.

## **10. We respect this Code**

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Each of us has a responsibility to abide by this Code and its principles, and to report any conduct that may be in breach of the law, this Code or any other Bioxyne policies. This means we are conscious of what others around us are doing, and we honestly report all actual and suspected breaches to management or human resources. Anyone who breaches this Code may face disciplinary action including termination of their employment or engagement with Bioxyne. However, no action will be taken against a person reporting a suspected breach in good faith.

## **11. Breaches of the Code**

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Any breaches of this Code must be reported to the Chair of the board of directors. Any material breach of the Code will be reported to the board of directors.

## **12. Review of the Code of Conduct**

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This Code will be reviewed every two years by the board of directors to check that it is operating effectively and consider whether any changes are required to the Code.