

1. Version Control

Version	Date	Author	Approved by	Initial
1	22/03/2024	Ali Kader	Nick Somes	
2	18/07/2025	R. Ridd	Nick Somes	NS

2. Purpose

The ecoDynamics Group, inclusive of its business units ecoDynamics Landscaping, ecoDynamics Nursery, ecoDynamics Mulch, and ecoDynamics Services, is committed to maintaining the highest standards of integrity, ethics, and professional conduct. Our core Values - Empowerment, Purpose, Innovation, Inspiration, Integrity, Collaboration, and Community - are the bedrock of our corporate culture and guide our Code of Conduct.

This Code of Conduct outlines the minimum expectations for all employees across all business units within the ecoDynamics Group. It is designed to ensure that every team member understands that they must act in a manner that is consistent with our core Values and the legal and ethical standards relevant to our operations.

3. Application

This Policy applies to all employees, contractors and other workers of ecoDynamics Group and its associated entities (as that term is defined under section 50 AAA of the Corporations Act 2001 (Cth)). This Policy applies at all times when employees and contractors are directly representing ecoDynamics in their role or indirectly representing ecoDynamics through association. This includes:

- In the workplace
- At ecoDynamics events and work-related functions
- In a virtual setting, and
- Out of hours activities

4. Conduct Expectations

EcoDynamics has a clear expectation of appropriate work standards that aim to foster a positive work environment. At all times, all employees and contractors must:

Maintain professional and ethical business conduct:

- Act with integrity and in an ethical way
- Always promote the interests of ecoDynamics
- Exercise reasonable care, professionalism and diligence
- Be aware of and align with ecoDynamics values

Comply with Laws, Regulations and Internal Standards

- Act in accordance with Australian legislation, including, without limitation, Privacy legislation, Occupational Health and Safety legislation, Equal Opportunity legislation and other relevant laws
- Act in accordance with all applicable ecoDynamics policies, procedures, regulations and guidelines that have been provided to employees.
- Follow all lawful and reasonable directives from ecoDynamics management
- Not engage in behaviour or conduct that is illegal or which a reasonable person would consider to be inappropriate or could negatively impact ecoDynamics
- Never accept bribes or engage in any form of corruption
- Do everything practical to ensure the workplace is safe and without risks to health
- Refer all enquiries from the media directly to the CEO and not make any comment to the media
- Maintain the confidentiality of ecoDynamics by, for example, not disclosing or misusing company information

Receipt of Gifts and Hospitality

- Employees are required to report all gifts received in the course of business activities including goods, benefits and entertainment)
- Cash, extravagant gifts or gifts that may compromise an employee's professional integrity or create an actual or perceived conflict of interest cannot be accepted and must be returned
- Gifts/Hospitality with a nominal value of \$250 or less can be accepted as long as there is no actual or perceived conflict of interest
- If an employee receives a gift from an ecoDynamics customer that can be shared with co-workers (e.g. food or perishables) they are encouraged to do so.

Where accepting a gift of hospitality would involve the employee taking time off work, written approval must be obtained from the line manager.

Avoid and Manage Conflicts of Interest

Employees must:

- Not represent ecoDynamics in any way other than in the legitimate course of the services they are performing for ecoDynamics
- Not be engaged, employed by, interested or involved in any business or activity in competition with ecoDynamics' business or any part of it, without the express written consent of ecoDynamics; and/or
- Register all conflicts of interest, or potential conflicts of interest, with their line manager, who will determine an appropriate course of action.

Promote a Safe and Inclusive Working Environment

Employees of ecoDynamics are expected to:

- treat everyone with respect and courtesy
- not tolerate misconduct or inappropriate behaviour. It is expected that employees and contractors report any concerns if witnessing an incident of this type
- be accountable for their own actions and decisions
- be mindful of the health and safety of themselves and others in the workplace
- uphold the principles of equal opportunity and not partake in victimisation, bullying, sexual harassment, discrimination of any other anti-social behaviours; and
- perform their role with professionalism, care and responsibility.

5. Breaching this Policy

For employees of ecoDynamics, any breach of this policy may result in disciplinary action, up to and including termination of employment.

For contractors of ecoDynamics, any breach of this policy may result in the termination of the relevant contract with ecoDynamics.

In cases where the conduct may also involve a breach of law, the relevant government authorities (or the police) may be notified.

6. Policy Review

The ecoDynamics Group may make changes to this policy from time to time within its complete discretion.

7. Related Policies

- Group Anti Discrimination, Harassment and Victimisation Policy
- Group Grievance Resolution Policy and Procedure
- Group Workplace Health and Safety Policy

Please be advised that any amendments to this document require formal authorisation and must be distributed through official channels to ensure it is an approved and correct version.

This policy serves as a mandatory directive for all personnel affiliated with ecoDynamics Group, whether employed directly or indirectly. This document is to be regarded as an addition to the other ecoDynamics Group's policy and procedures.

Should you require additional information or have inquiries concerning this policy, employees currently associated with ecoDynamic are encouraged to consult the comprehensive resource at <https://www.fairwork.gov.au/> and to engage in discussions with their supervisors or Group Human Resources Manager
