

# Code of Conduct

## About Business Review Group (BRG)

A career at BRG means you'll have the opportunity to develop and utilise new skills, explore interesting fields and do challenging work. Our size and Commonwealth Government focus means your work can take you anywhere—across departments, business groups, geography's, disciplines and sectors. With 40+ employees who are highly experienced and skilled we are well positioned to service our customer's requirements.

### Introduction:

BRG is committed to the highest standards of ethical and professional behaviour in all of our business dealings. This Code of Conduct sets out the standards of behaviour expected of all employees, contractors, and consultants of the company, and is designed to ensure compliance with relevant Australian legislation.

### Purpose:

The purpose of this Code of Conduct is to ensure that all employees, contractors, and consultants of BRG conduct themselves in a manner that reflects the company's values and mission and is consistent with the law, including the Corporations Act 2001 (Cth), the Fair Work Act 2009 (Cth), and any other relevant legislation.

Professionalism: All employees, contractors, and consultants must demonstrate the highest levels of professionalism and ethical behaviour in all aspects of their work.

Integrity: All employees, contractors, and consultants must act with integrity, honesty, and transparency in all of their dealings, and must not engage in any conduct that could be considered misleading or deceptive under the Australian Consumer Law.

Respect: All employees, contractors, and consultants must treat their colleagues, clients, suppliers, and the wider community with respect, and must not engage in any conduct that constitutes discrimination, harassment, or bullying under the Fair Work Act 2009 (Cth).

Diversity: The diversity of our people is one of our greatest strengths, and in combination with our inclusive environment, it enables us to deliver innovative and sustainable outcomes for our people, clients, shareholders and communities. We are committed to providing a working environment that embraces and values diversity and inclusion. We adhere to the following suite of anti-discrimination legislation:

- Age Discrimination Act 2004 (Cth)
- Disability Discrimination Act 1992(Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)

Confidentiality: All employees, contractors, and consultants must maintain the confidentiality of sensitive information, including client, technology, project, capability and company information, and must not disclose any confidential information except as required by law or with the prior written consent of the client or company.

**Responsibility:** All employees, contractors, and consultants must take responsibility for their actions and decisions, and must ensure that their work is of the highest quality and meets all applicable standards and regulations.

**Ethical Conduct:** All employees, contractors, and consultants must avoid conflicts of interest, must not engage in insider trading or any other unethical conduct, and must comply with all applicable laws and regulations, including anti-bribery and anti-corruption laws.

### **Compliance:**

It is the responsibility of all employees, contractors, and consultants to comply with this Code of Conduct and to report any suspected breaches of the code to their manager or to the company's designated compliance officer. Failure to comply with this Code of Conduct may result in disciplinary action, up to and including termination of employment or termination of the contract.

This Code of Conduct is not exhaustive and does not cover every situation that may arise. All employees, contractors, and consultants are expected to exercise good judgment and to comply with the spirit as well as the letter of this code. If you have any questions about the Code of Conduct or about your responsibilities as an employee, contractor, or consultant of BRG, please consult your manager or the company's designated compliance officer.

### **Training and Awareness:**

BRG recognises the importance of training and awareness in promoting ethical and professional conduct. All new employees, contractors, and consultants will receive training on the Code of Conduct and their responsibilities under the code, and all employees, contractors, and consultants will receive ongoing training and updates as necessary to ensure they are aware of any changes to the law or company policy.

### **Review and Update:**

This Code of Conduct will be reviewed and updated periodically to ensure that it remains relevant and effective. All employees, contractors, and consultants are encouraged to provide feedback and suggestions for improvements to the code, and to report any concerns they may have about the implementation or enforcement of the code.

### **Conclusion:**

BRG is committed to promoting and maintaining the highest standards of ethical and professional conduct, and this Code of Conduct sets out the standards and expectations for all employees, contractors, and consultants. By adhering to the principles and values set out in this code, we will ensure that our reputation for professionalism and integrity is maintained, and that we continue to provide our clients with the high-quality services they have come to expect from us.

This policy was last reviewed in February 2023.