

Code of Conduct and Ethics

Issue Number 2

Release Date:

27 September, 2022

1. Background

Inventis Limited (The Company) has established a code of conduct for all employees and directors of the Company to maintain high standards, corporate behavior and accountability.

2. Policy

All employees and directors shall follow the Code of Conduct at all times when they are on the business premises, are talking to customers, or are on the business for any of the Group Companies, talking to fellow employees either on phone or in person and at functions held by any of the Group Companies.

3. Objective

The objective of this Policy is to clarify the expectations of directors and employees of the Company in the ultimate interests of protecting and advancing the interests of the Company as a whole.

4. Personal Behaviour Pledge

Directors and employees are individually expected to fulfil the following requirements:

- a) Act ethically and with integrity.
- b) Treat members of the public and colleagues with respect, courtesy, honesty, and fairness.
- c) Uphold the principles of equal opportunity and those expressed in the Diversity and Inclusion Policy.
- d) Maintain through behaviour a work environment free of discrimination, harassment, and bullying.
- e) Do their job in a safe, responsible, and effective manner.
- f) Be honest.
- g) Obey the law.
- h) Respect and safeguard the property of the Group, fellow employees, and contractors.
- i) Maintain confidentiality of all customer information which is obtained during the course of work or otherwise.
- j) Perform duties as best they can, taking into account skills, experience, qualifications and position.
- k) Ensure personal business, financial and other outside interests do not conflict with duty to the employer and to the Group and fellow employees.
- l) Not engage in fraud or corruption.
- m) Report any fraudulent and corrupt behaviour.
- n) Report any breaches of the Code of Conduct.

- o) Be accountable for official expenditure.
- p) Use Group resources diligently and efficiently.
- q) Not use work time or resources for personal gain.

5. Consequences of Breaching this Policy

Any breach of this Policy may result in disciplinary action, including, but not limited to, issue of a warning, demotion, suspension, or termination of employment.

6. Review

This policy is to be reviewed every two years.

Approved by the Board

Date for next review of this policy: **September 2025**