CONTROL COMPONENTS:

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Employee Code of Conduct (2026)

As a small business, the way by which Control Components (CCPL) and employees of CCPL conduct themselves greatly impacts the success of the business and reflects on the reputation of its owners and indirectly, the brands it represents. It is therefore an imperative for CCPL that all our business is conducted in legal, ethical and responsible ways, with consideration of environmental sustainability.

Management holds our staff and themselves to the highest standards of integrity and decency. This ***Code of Conduct*** (CoC) aims to ensure that all employees (& management) understand the ethical and behaviour standards that are expected of them in execution of their work. Maintaining these standards is critical to our business reputation and various supplier agreements and as such forms the foundation of our customer's confidence in CCPL and our continued success

The owners of CCPL have approved of this CoC.

As an employee you must:

- Read and ensure you understand this CoC
- Sign and always comply with this CoC

This CoC applies to you throughout the course of your work for CCPL, including:

- In the workplace (office or other) outside of standard working hours
- During CCPL work activities (e.g. during customer, supplier or trade functions or visits)
- CCPL related events such as social outings, conferences and Christmas parties

It is the responsibility of CCPL to:

1. Act ethically and responsibly;
2. Wherever reasonably practical, provide a safe work environment that it is free from risk of injury and unlawful behaviour for all employees, visitors, suppliers and customers;
3. As practical, protect and ensure confidentiality of customer and employee information in accordance with relevant laws;
4. Comply with laws and regulations that apply to CCPL and our business operations;
5. Provide employees with a safe place and opportunity to raise any concerns raised under this CoC and take appropriate actions to address concerns raised by employees;
6. Maintain compliance with all Anti-Corruption and Ethical Supply policies of our suppliers

It is the responsibility of CCPL employees to:

1. Act in the best interests of CCPL;
2. Act in good faith with integrity, decency and honesty at all times;
3. Treat customers, visitors, suppliers, the Public and other CCPL team members with courtesy, honesty and the respect they deserve;
4. Interact with other CCPL staff, customers and the Public without discrimination, harassment, victimisation or bullying;
5. Be aware of and comply with other CCPL Policies (e.g. environmental, diversity, etc) and procedures (e.g. safe work practices, quality procedures, etc) and follow all lawful / reasonable CCPL instructions;
6. Carry out your work in safe and competent manner whilst maintaining the standards specified in your employment contract, performance evaluation and our other CCPL Policies (hardcopies available as required);
7. Arrive to work as required and agreed, only absent with a valid reason and authorisation;
8. Respect the property of CCPL, visitors, suppliers, the Public and other employees;
9. As practical, protect and ensure confidentiality of CCPL, customer and other employee information in accordance with relevant laws;
10. Not engage in any arrangement or activity against the best interests or reputation of CCPL;
11. Only use or allow others to use CCPL property, vehicles, information, resources or funds (including but not limited to credit cards) for purposes authorised by the management;
12. Not enter into any arrangement or incur liability on behalf of CCPL without complete authorisation of the management;
13. Comply with all laws and regulations that apply to CCPL and our business operations.

Where a conflict of interest exists between the interests of CCPL and the individual employee, the employee must promptly declare the conflict of interest to management who will take steps to mitigate the conflict of interest.

Employees must not engage in any form of bribery, bias or collusion. They must therefore not ask for or accept any gift or loan or accept unusually expensive hospitality or benefit of significant value in connection with their employment with CCPL unless it has been approved in by management.

> **NOTE:** approval won't be given where it's felt (1) that acceptance of the gift could put pressure on the employee's capacity to act objectively, (2) it will result in a conflict of interest or (3) could damage CCPL business relationships.

Employment may be terminated by CCPL at any time without notice (or any payment in lieu) if you are guilty of any serious breach of the terms of this CoC, misconduct or serious negligence including, without limitation:

- wilful, or deliberate, behaviour by you that is inconsistent with the continuation of your contract of employment; or
- engaging in theft, fraud or assault; or
- being intoxicated at work; or
- refusing to carry out a lawful and reasonable instruction; or
- engage in conduct that causes imminent or serious risk to the health or safety of a person; or
- are convicted of a criminal offence where, in CCPL opinion, this could detrimentally affect your duties or obligations; or
- made, in the course of discussions or negotiations leading up to your employment, any statement or representation or omission that misled CCPL in any material respect; or
- engage in any conduct which, in CCPL opinion, could cause material damage to the profitability, viability, reputation or business interests CCPL.

As all employees are obliged to ensure compliance with this CoC, if you notice any employee or management breach of this CoC you must report it to management or the owners of CCPL. The reporting of any breach will be treated confidentially (as far as reasonably practicable) and handled in such a way as to ensure the employee reporting the breach is not disadvantaged for reporting their concerns.