



Partners of
high performance

Our Ways of Working

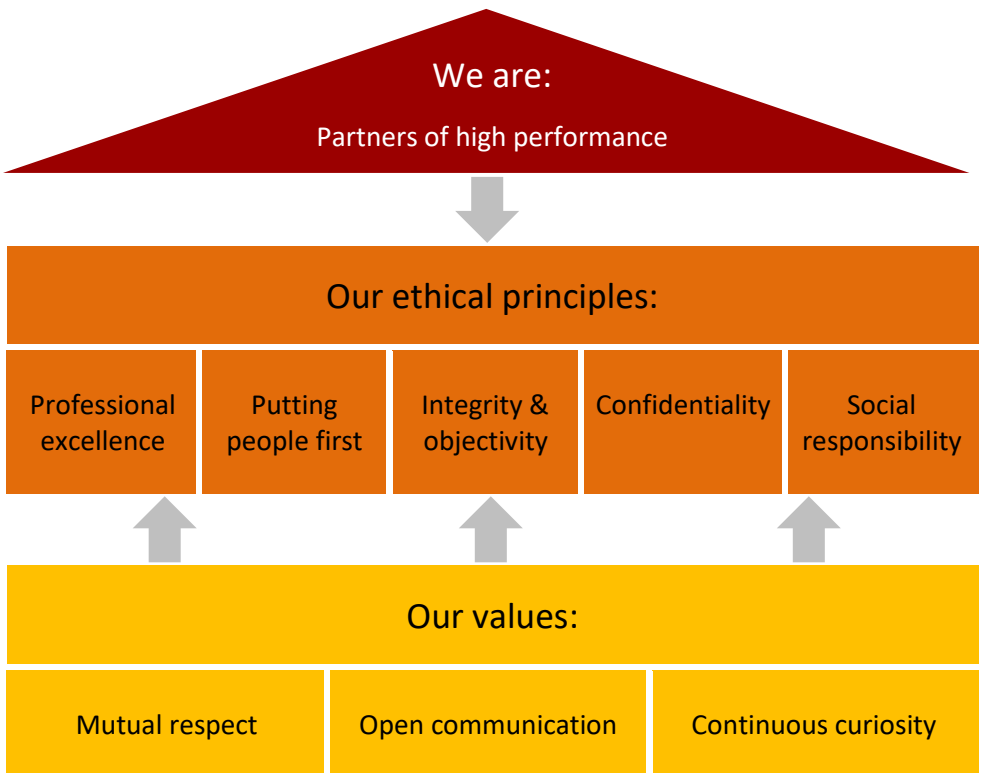
As a team member of Bennelong or BennBridge, you have an obligation to know and understand the values and ethical principles on which Our Ways of Working is based.

Our Ways of Working is communicated to new team members as part of their induction program, and as a reminder for all team members on an annual basis. Signed acceptance of this document is a condition of employment at Bennelong and BennBridge.

At Bennelong and BennBridge, we're committed to maintaining the highest standards of behaviour.

Our Ways of Working outlines the shared values that are most important to us. These values help us determine what is right or wrong and what is important for us to succeed. They are, in effect, the foundation of our organisation.

Our Ways of Working adds a further dimension by outlining the ethical principles that describe how we strive to live these values in our day-to-day activities. These are the pillars that build on our values.



Our values

Mutual respect

- Our culture of care ensures we look after our clients, each other, and the business
 - We consider others' opinions before making decisions
 - We embrace diversity as a strength, respecting differences in culture, preference and opinion
 - We act with integrity and transparency, in the spirit, intent and letter of the law and regulations
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Open communication

- We are non-hierarchical and have a genuine open-door policy
 - We are open and transparent in our communications
 - We support collaborative efforts and information sharing across teams
 - We encourage our people to express their personality at work so that we know each other at a deeper level
 - We identify opportunities to share information and foster a culture of cooperation
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Continuous curiosity

- We have a hunger for knowledge and an ongoing commitment to learning and growth
- We identify opportunities and generate innovative and resourceful solutions
- We use intuition, we aren't afraid to experiment, we learn from our mistakes, and we take smart risks when appropriate

Our ethical principles

Building capability

We diligently develop and maintain the relevant knowledge, skills and behaviours that support us undertaking our activities professionally and proficiently. This includes regularly updating our appropriate qualifications, training, expertise and practical experience.

Putting people first

We treat people fairly and are transparent in our dealings. We avoid any acts that might damage the reputation of, or bring discredit to, the business.

We put clients first, and their interests are at the heart of our decision-making and actions.

We establish and maintain effective, trusting and open relationships with clients, stakeholders and third-party suppliers. Through our actions we gain their trust and confidence.

We act responsibly and treat everyone with respect, and we consider the impact of our decisions and actions towards others. We do not tolerate bullying, harassment or victimisation. We maintain a safe working environment and take responsibility for our own safety, health and wellbeing as well as others.

Integrity and objectivity

We use good judgement to avoid situations where there may be, or even appear to be, a conflict of interest.

We have zero tolerance for fraudulent activity, and take the necessary action to prevent, detect and report these activities.

We do not use inside information for personal financial or business advantage.

We are not biased by personal relationships, personal benefits such as gifts, or other forms of compensation.

Confidentiality

We protect confidentiality and sensitivity of information. This includes using information for its intended purposes only and not divulging it to any unauthorised persons.

We only collect and handle relevant and accurate information for legitimate business purposes and by lawful and appropriate means.

We appropriately safeguard the security and confidentiality of company records containing personal information, whether those records are held by us or a third party.

Social responsibility

We encourage all team members to participate in community activities that promote the common good. We believe our success should also contribute to the quality of life, and the prosperity and sustainability, of communities where we work and live.

We support the communities we operate in and are part of, including through charitable and community programs.

We recognise the importance of positive work life balance, enabling team members to balance their work commitments with their family/personal responsibilities.

We encourage ethical behaviour from our stakeholders. We choose suppliers based on what's best for the business, and we treat them fairly, deal with them openly and stick to our contract terms.

Global application

Our Ways of Working doesn't restrict our team's diversity, nor does it specifically address applicable laws. Rather, this is a way of tying us together and guiding team members in making decisions.

At times, you may be faced with difficult decisions that require more detailed guidance than Our Ways of Working provides. Furthermore, the right course of action may not always be clear, and may depend on interpretations of local laws and regulations. In these situations, you should seek assistance from your local Compliance or Human Resources team before deciding how to act.

Our Ways of Working is complemented by other policies particular to local laws and regulations. Together, these policies clearly express Bennelong and BennBridge's expectations as an employer by providing team members with more detailed guidance on business and ethical behaviours.

Your reporting rights and responsibilities

You should report any workplace concerns regarding legal, regulatory or compliance matters.

In the first instance, you're encouraged to talk to your manager about any concerns you may have, or when you're in doubt about the best course of action to take in a situation. If you aren't comfortable speaking with your manager, you can speak with your local Compliance team about legal, regulatory or compliance matters; or your local Human Resources team about personnel-related concerns.

We don't tolerate reprisal by anyone against a team member who raises a concern. If you are subjected to retaliation, you should immediately report it to your local Human Resources team. If you are uncomfortable raising the matter at a lower level, you may raise it with the head of the business or the Board.

Unfavourable treatment towards another team member that has reported or complained of an instance of harassment, discrimination or bullying is contrary to our values and may attract legal liability for the team member, as well as the organisation.

Our Ways of Working – acknowledgement

This form is to be completed by all team members. A new form must be completed and submitted every 12 months to acknowledge your obligations in accordance with our ethical framework.

I have read and understood Our Ways of Working and acknowledge my commitment to it. I agree to adhere to Our Ways of Working while employed by Bennelong or BennBridge, and I understand that deliberate failure may breach the terms of my employment and result in disciplinary action up to and including dismissal from the organisation. I also understand that a serious breach of the ethical framework may result in my immediate dismissal from the organisation.

I confirm that I have read and understood Our Ways of Working.

NAME

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SIGNATURE

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POSITION

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DATE

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