



## Code of Conduct Policy

Redox Ltd and its related bodies corporate (together, 'Redox', 'we', 'our', 'us') have traded successfully for over 55 years. Redox continues to succeed because it has earned a solid reputation for integrity, which we are committed to maintaining. Redox will carry on business honestly and fairly, acting only in ways that reflect well on Redox and in strict compliance with all laws and regulations. This Code of Conduct ("Code") has the full endorsement of the Redox Board.

This Code applies to all Redox employees world-wide in all jurisdictions in which we operate, including board members, consultants, contractors and suppliers (together "Redox Employees").

The Code is an effective way to guide the behaviour of Employees by clearly stating Redox's firm commitment to behaving honestly and fairly.

This Code sets out the way Redox will do business and the way it expects its Employees to behave in the workplace. Redox is committed to maintaining ethical standards in the conduct of business activities. These standards go beyond mere compliance with laws and regulations and embrace Redox's core values. Redox expects and requires all Employees to have a personal commitment to ensuring:

- They behave honestly and with integrity and act with care and diligence in the course of their employment;
- All business operations are conducted with respect for the rights and interest of all Employees, customers and suppliers;
- The interest of all stakeholders with whom Redox maintains a relationship with are respected; and
- All activities undertaken by the company and by the Employee serve to protect and enhance Redox's reputation as a fair and responsible company.

This Code is not intended to be comprehensive and cannot anticipate every situation which may pose a legal, ethical or moral issue. Employees are expected to exercise sound judgement when evaluating an issue of business conduct. If an Employee has any doubt, they are expected to seek advice before taking any action which may compromise themselves or Redox.

### Responsibilities and Authority

Directors and senior management are responsible for reporting to the board any material breaches of this Code.

Senior Management is responsible for providing a safe and healthy working environment as far as reasonably practicable.

The Human Resource Manager has the responsibility and authority to:

- Ensure this Code is up to date and maintained;
- Ensure this Code is adhered to; and
- Take further action if this Code is breached.

Employees are responsible for ensuring they:

- Understand the Code and consequences of non-compliance; and
- Adhere to this Code and behave in a manner that is consistent with the Code.

Supervisors are to monitor the behaviour of their staff and inform the Human Resources Manager if any of their staff breach this Code.

### Values

This Code is grounded in Redox's fundamental values, which derive from our obligations to act lawfully, ethically and responsibly.

All Employees are expected to act in accordance with the best interest of Redox and carry out Redox core values being:

- **Leadership:** We are entrepreneurial and embrace continuous improvement.
- **Hard Work:** We relentlessly pursue our goals.
- **Knowledge:** We know and understand our markets.
- **Service:** We operate with a sense of urgency and discipline.
- **Health and Safety:** We are focused on the safety of our employees and the communities in which we operate.

## Behaviours and Standards

### *Compliance with Legislation*

Employees should abide by all applicable laws and regulations of the country in which they are operating in. When Employees are travelling for business, they are expected to adhere to all laws of the country in which they are visiting

### *Personal Conduct*

Redox is committed to maintaining diversity in the workplace and creating a working environment that abides by the employment laws of the countries in which it operates. Employees are to be judged based on their behaviour and qualifications to carry out their job without regard to their race, gender, religion sexual orientation, disability, marital status, age, or political beliefs. Redox wishes to create a workplace where Employees feel respected and welcomed. Each Employee is expected to have a sense of responsibility for the fostering of a workplace that meets Redox's expectations and continues to maintain Redox's highly regarded reputation and performance.

Employees are expected to:

- Act in a courteous, respectful, and patient manner at all times when dealing with fellow Employees and customers.
- Conduct themselves with openness, honesty, and integrity in all business transactions and in all dealings with others.
- Deal fairly with trading members, customers, suppliers, other business associates and with their colleagues.
- Act ethically in their approach to business decisions and adhere to all standards of conduct set out in this Code.
- Act with integrity and professionalism and advance the best interests of Redox at all times in the performance of their duties.
- Read, understand, and adhere to the comprehensive company policies and procedures applicable to their role.

Redox will not tolerate any form of verbal or physical abuse, intimidation, discrimination, or any other form of demeaning behaviour against another individual or group of people.

It is expected that Employees attending company sanctioned functions will conduct themselves in a manner within the limits of socially acceptable behaviour which reflects favourably on Redox.

### *Work Ethic*

Redox's Financial Results are reliant on its employee's performance and dedication. Therefore, Redox has in place bonus incentives for its employee's, proportionate to yearly financial results obtained, to motivate and entice productivity.

Redox expects Employees to:

- Have a strong sense of responsibility, behave professionally, and be disciplined and trustworthy.
- Be productive at works and deliver results regardless of whether the duties are preformed from the office or at home.
- Ensure they produce quality work.
- Demonstrate a high standard or teamwork and cooperate with management and co-workers.
- Exhibit dedication and loyalty to Redox.

Where an employee undertakes secondary employment, or other similar activities, it is expected that such activities will not breach their Employment Contract or adversely affect their responsibilities to Redox.

### *Fair Business Conduct*

Redox is committed to avoiding situations involving divided loyalty or conflicts or perceived conflicts of interest.

There may be a conflict or a perceived conflict of interest where (but not limited to):

- Any of the decisions of that Employee lead to an improper gain or benefit for them or an associate of theirs; or
- The Employee's personal interests, the interests of an associate, or relative, or obligation to some other person or entity, conflict with the Employee's obligation to Redox.

Redox will compete fairly and ethically for all business opportunities. Employees involved in the negotiation of agreements and contracts must ensure that they act in accordance with the law. All statements, communications and representations made should be accurate and truthful and not be misleading or deceiving.

Employees are expected to behave openly and honestly in all dealings relating to Redox. Employees shall not, or assist another person to, steal, mislead, or defraud their co-workers, customers, suppliers, contractors, or Redox. Anti-competitive behaviour is strictly prohibited when dealing with third parties.

Employees will make a reasonable effort to ensure that all suppliers within Redox's supply chain comply with the Modern Slavery legislation and have signed Redox's Ethical Sourcing Supplier Declaration, confirming they comply with Minimum Workplace Practices – Code of Conduct.

### *Integrity in Financial Reporting*

Redox exercise the highest standard of care in preparing its financial reports. We are committed to providing accurate, timely and easy to understand disclosure of its' final results to the board, shareholders, Australian Securities and Investments Commission, the Australian Stock Exchange, and other regulators.

Redox accounts must accurately represent all material financial information and disclosures. Employees are prohibited from concealing any information from Redox's internal or external auditors. Redox Employees must not take any action to influence, coerce, manipulate, or mislead Redox auditors to produce misleading financial statements.

### *Gifts, Gratuities and Entertainment*

Employees shall not take bribes, kickbacks or gratuities or any other payments for favourable treatment or as an inducement for doing business.

Employees should not seek to gain special advantage for Redox, themselves, or family members through the use of business gifts, favours or entertainment, if it could create even the appearance of impropriety or a conflict of interest. Business entertainment should be modestly scaled and clearly be for business purposes.

Redox recognises that it is accepted business practice that a small gift, meal, or entertainment may be extended to prospective or existing Employees or that a customer may wish to gift a small gift, meal or entertain an Employee.

When giving or accepting a gift, Employees must comply with procedure Gifts/Bribes/Fraud (2518). If an employee has any doubts about an issue, they should discuss it immediately with their supervisor.

### *Workplace Health and Safety*

Redox is committed to providing healthy and safe working conditions for all Employees and visitors. We believe that all injuries, occupational illnesses, and environmental incidents can be prevented. Management is accountable for safety and environmental performance, and all Redox Employees are expected to take personal responsibility and be involved in setting standards and improvement initiatives.

Employees shall:

- Take reasonable care of their own safety and the safety of those around them.
- Ensure their actions do not impact the health and safety of co-workers, or the environment while at work.
- Adhere to all WHS procedures and where required, use the correct PPE.
- Only use equipment / assets for which they have been trained or licensed to use.
- Be aware of and use caution while working around Dangerous or Hazardous Chemicals.
- Understand the risks associated with and the importance of handling, storing, packing, and transporting of Food and Pharmaceutical grade products.
- Immediately report safety hazards, spills, work-related accidents and injuries, damaged equipment, or assets to their supervisor.

It is the responsibility of any person that identifies a hazard to take action, even if they did not cause the hazard. Employees should always strive to assist in providing a safe, healthy, and cooperative environment for all to work in.

To maintain the health and safety of our Employees within the workplace, Employees must not be under the influence of drugs while at work. An Employee suspected to be under the influence of drugs whilst at work may be asked to submit to a drug test and stood down from all duties whilst awaiting the drug test results. A positive test result confirming an Employee was under the influence of drugs whilst at work may lead to disciplinary action and/or termination.

### *Employee Assistance Program*

Redox values its Employees, to actively ensure the health, safety, and well-being of all our Employees, Redox has implemented the Employee Assistance Program ("EAP").

The EAP is a free and confidential service available to Employees who wish to seek help via a network of professional counsellors, psychological support service which can offer assistance with personal or work-related issues that might be adversely impacting their safety, work performance or well-being.

The EAP is intended to help Employees prevent, identify and / or resolve any issues they might have, before the issue has a negative impact on the health, well-being, or safety of the Employee, their job security and / or the working environment.

For further details refer to the Employee Assistance Program (EAP) (2549) or visit [www.accesseap.com.au](http://www.accesseap.com.au)

## *Environment*

Redox is committed to its environmental responsibilities and the protection of the environment in which we operate and is dedicated to minimising the impact of our activities on the environment. Redox is proactively working on the reduction of our carbon emissions, waste, and water and energy consumption.

Redox's Board is ultimately accountable for ensuring Redox complies with our sustainability policies and procedures as well as environmental laws and regulations. However, all Employees are expected to take personal responsibility by considering their actions, on the environment and the local community and being conscious in the way in which chemicals, raw materials and plant and equipment are stored and disposed of.

Redox Encourages Employees to take part in the implementation of sustainability standards and the reporting of environmental concerns or incidents to their supervisors.

## *Use of Company Assets*

Redox provides Employees with a variety of assets to perform their job. The assets are provided to the Employees for business purposes directly related to the company. Personal use of company assets should be limited and is only allowed where it does not negatively impact the Employee's performance.

Employees shall not misuse, nor deliberately abuse or damage company assets, intellectual property or the services of other Redox employees for their personal gain, nor shall they use the company's communication system in an unethical manner. If an Employee causes or identifies any damage to an asset they shall inform their supervisor immediately.

When using company assets, Employees will follow the assets procedure and/or manufactures manual to ensure the use of the asset in a safe and proper manner.

One of Redox's most important assets is its intellectual property, including its copyrights, trademarks, patents, and trade and trade secrets. Employees are responsible for protecting Redox's intellectual property rights by complying with Redox's policies and procedures for the protection of these rights.

## **Reporting Incident of Non-Compliance**

Redox takes the values and responsibilities outlined in this Code very seriously. All Employees are encouraged to speak up about any unlawful, unethical, or irresponsible behaviour. Any Employee who becomes aware of a possible breach of the Code should report the matter to their supervisor. For further details refer to the Whistle Blowers (2548) procedure.

## **Breaches of the Code**

Employees are required to strictly comply with the Code as a condition of employment. Any breach of this Code will result in disciplinary action, which may include termination of employment.

Supervisors shall inform the Human Resources Manager of any breach of this Code via the Employee Diary (Redebiz).

## **Review**

The Code will be reviewed annually to ensure that it is operating effectively and is compliant with current legislation and industry practice.

This Policy was approved by the Board of Redox on 13 June 2023.