

# Code of Conduct

Bluechip Limited ACN 104 795 922  
(Company)

<b>Version</b>	<b>Author</b>	<b>Reviewed by</b>	<b>Approved by</b>	<b>Date</b>
1.0	Company Secretary	Board	Board	Pre 2011
2.0	Company Secretary	Board	Board	27 August 2021

## 1 Introduction

This code of conduct applies to the directors of the Company (**Directors**), in addition to the management and employees (including temporary employees and contractors) of the Company (**Company Representatives**).

## 2 Purpose

2.1 As well as the legal and equitable duties owed by Directors, the purpose of this code of conduct is to:

- (a) articulate the high standards of honest integrity, ethical and law-abiding behaviour expected of Directors and Company Representatives;
- (b) encourage the observance of those standards to protect and promote the interests of shareholders and other stakeholders (including employees, customers, suppliers and creditors);
- (c) guide Directors and Company Representatives as to the practices thought necessary to maintain confidence in the Company's integrity; and
- (d) set out the responsibility and accountability of Directors and Company Representatives to report and investigate any reported violations of this code or unethical or unlawful behaviour.

## 3 Honesty and integrity

3.1 The Company expects each Director and Company Representative to observe the highest standards of honesty, integrity and ethical and law-abiding behaviour when:

- (a) performing their duties; and
- (b) dealing with any officer, employee, shareholder, customer, supplier, auditor, lawyer and other adviser of the Company.

3.2 Without limiting the obligations in paragraph 3.1 the Company expects each Director and Company Representative to:

- (a) use due care, skill and diligence in fulfilling their duties;
- (b) use the power of their position for a proper purpose, in the interest of the Company;
- (c) not make improper use of information acquired by virtue of their position;
- (d) not allow personal interest, or those of associates, to conflict with the interest of the Company;
- (e) exercise independent judgement and actions;
- (f) maintain the confidentiality of Company and client information acquired by virtue of their position;
- (g) not engage in conduct likely to discredit the Company;
- (h) comply at all times with both the spirit and the letter of the law of the jurisdictions in which the Company operates.

## 4 Conflicts of interest or duty

- 4.1 Each Director and Company Representative must be aware of potential conflicts between (directly or indirectly):
- (a) on the one hand:
    - (i) the interests of the Company; or
    - (ii) their duties to the Company, and
  - (b) on the other hand:
    - (i) their personal or external business interests; or
    - (ii) their duties to any third party.
- 4.2 Each Director and Company Representative must avoid placing himself or herself in a position that may lead to:
- (a) an actual or a potential conflict of interest or duty; or
  - (b) a reasonable perception of an actual or potential conflict of interest or duty.
- 4.3 Each Director must:
- (a) fully and frankly inform the board of Directors of the Company (**Board**) of any personal or external business interest that may lead to:
    - (i) an actual or potential conflict of interest or duty; or
    - (ii) a reasonable perception of an actual or a potential conflict of interest of duty, and
  - (b) obtain and follow independent legal advice to avoid or resolve any actual, potential or perceived conflict of interest or duty.
- 4.4 Each Director must:
- (a) leave the room when the Board considers any matter in which the director has or may have a conflict of interest or duty; and
  - (b) comply with the Corporations Act 2001 (Cth) and the Company's constitution in relation to disclosing material personal interests and restrictions on voting by Directors.
- 4.5 Each Director must inform the chairperson of the Board of:
- (a) any existing directorship or other office held by the director in another entity outside the Company; and
  - (b) any proposed appointment as a director of another entity outside the Company before accepting the appointment.

## 5 Corporate opportunities

- 5.1 A Director must not improperly use their position, property or information acquired through their position for personal gain or gain of an associate or to compete with or harm the Company.

- 5.2 A Director may not use the words "Bluechip Limited" (or any combination of those words) or any other business name or trademark used by the Company for a personal or external business transaction.
- 5.3 Each Director and Company Representative must keep their personal or external business dealings separate from the Company's business dealings.
- 5.4 A Director and Company Representative must only use goods, services and facilities received from the Company in accordance with the terms on which they are given.
- 5.5 A Director must not accept any improper gift from the Company's existing or potential customers or suppliers.

## **6 Confidentiality**

- 6.1 Any information acquired by a Director or Company Representative while performing their duties is confidential information of the Company and must be kept confidential. A Director or Company Representative must not disclose the information to a third party except where that disclosure is:
- (a) authorised by the Board; or
  - (b) required by law or a regulatory body (including a relevant financial market).
- 6.2 The existence and details of any Board and management information, discussions, and decisions that are not publicly known and have not been approved by the Board for public release, are confidential information of the Company and are subject to paragraph 6.1.
- 6.3 Each Director's obligations of confidentiality continue after he or she leaves the Company.
- 6.4 All Company property must be returned to the Company upon a Director or Company Representative ceasing employment with the Company.

## **7 Fair dealing**

- 7.1 The Company expects each Company Representative to:
- (a) deal fairly with any officer, employee, shareholder, customer, supplier, competitor, auditor, lawyer or other adviser of the Company; and
  - (b) encourage other employees and officers to do the same.
- 7.2 A Director must not take unfair advantage of any officer, employee, customer, supplier, competitor, auditor, lawyer or other adviser of the Company through illegal conduct, manipulation, undue influence, concealment, abuse of confidential information, misrepresentation of material facts, or any other unfair dealing or practice.

## **8 Protection and proper use of assets**

- 8.1 The Company expects each Director and Company Representative to use all reasonable endeavours to protect any Company asset and to ensure its efficient use.
- 8.2 A Director and Company Representative may only use a Company asset (for example, a product, vehicle, computer or money) for legitimate business purposes or other purposes approved by the Board.
- 8.3 Each Director and Company Representative must immediately report any suspected fraud or theft of a Company asset for investigation.

## **9 Compliance with laws, regulations, policies and procedures**

9.1 Each Director and Company Representative must:

- (a) comply with the letter and spirit of any applicable law, rule or regulation;
- (b) comply with the protocols, policies and procedures of the Company; and
- (c) encourage other officers and employees to do the same.

## **10 Reporting of unlawful and unethical behaviour**

10.1 The Company expects each Director and Company Representative to:

- (a) report promptly and in good faith any actual or suspected violation by an officer or employee of the standards, requirements or expectations set out in this code of conduct or protocols, policies and procedures of the Company; and
- (b) encourage other officers or employees to do the same.

10.2 A Director and Company Representative may use their own judgement in deciding to whom to report any violation or behaviour referred to in paragraph 10.1, however Director and Company Representative are encouraged to report to the chairperson of the Board or another director.