

## Code of Conduct Policy

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Jim Pearson Transport and its subsidiaries (“JPT”) are committed to maintaining the highest standards of honesty, integrity, respect, fairness, ethics and transparent behaviour. These standards of behaviour are expected from all workers and contractors for the company at all times when at work, on company business or in company uniform.

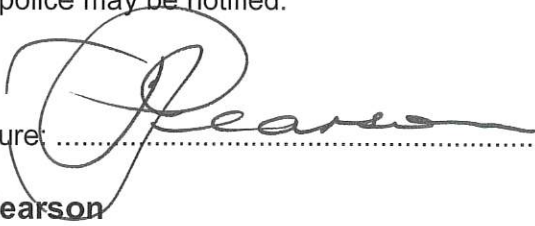
### What we expect of you at work

- Ensure that you treat all workers, contractors, customers and clients with courtesy and respect ensuring that all our dealings are honest, fair and equitable
- Always put safety first and do your best to comply with health, safety and environment requirements
- Be aware of company policies and procedures, complying with them at all times
- Behave in a lawful, professional and reasonable manner, always acting in the best interest of the company
- Understand the duties, responsibilities and accountabilities of your role, performing these safely, honestly, courteously and fairly
- Ensure the highest standard of quality in your work
- Ensure you are fit for work, including being medically and mentally fit, as well as properly rested. You have a duty of care to ensure that your capacity is not limited as a result of your general level of personal fitness and/or medical conditions, the consumption of alcohol, the effect of drugs (prescription, pharmaceutical or illicit), fatigue or stress
- Ensure you report unethical, dishonest and / or corrupt conduct
- No secondary employment that compromises your integrity or impacts on your ability to perform your employment with JPT
- Do not give or receive bribes in any form
- Misappropriation of company, customer, or client funds or property will not be tolerated
- Do not engage in harassing behaviour towards other workers, contractors, customers or clients
- Do not discriminate on the basis of characteristics such as sex, race, pregnancy, age, marital status, sexual preferences or disability
- Present yourself in a professional manner including wearing the designated uniform and the required safety equipment appropriate to operations
- Maintain the integrity, confidentiality and security of corporate information.

To meet these expectations we are all responsible for understanding the requirements of the code of conduct which must be read in conjunction with policies and procedures. We are all accountable for our actions and behaviours, including any failure to take action. You must seek guidance from your manager if you require further clarification, or if you find yourself in a position where you are unsure how to act.

Where these standards are not met, appropriate action will be taken. In cases where the breach involves serious misconduct, this may result in instant dismissal. In cases where a breach of policy involves a wilful breach of any law, then the relevant government authorities or the police may be notified.

Signature .....



Date: .....

25 - 2 - 20

**Jim Pearson**  
Managing Director