

## **Code of Conduct for Employees**

Seven West Media Limited ("SWM") is committed to offering its employees an innovative and rewarding environment that encourages and fosters excellence. The company's Code of Conduct for Employees help to guide employees on how to act and clarifies how the company expects employees to perform.

This includes:

### **Work Ethic**

Employees are expected to perform their duties to the maximum of their ability and deliver acceptable objectives to the company.

### **Safety**

Employees are expected to follow health and safety guidelines and procedures and to be aware of and report any potential hazards.

### **Confidentiality**

Unauthorised disclosure of company information regarding both the company and its employees is prohibited.

### **Personal Conduct**

Employees are expected to act in a courteous, respectful manner at all times when dealing with fellow employees, suppliers, contractors, customers and the general public. Employees are expected to adhere to dress and presentation standards in accordance with the company guidelines.

### **Fair Business**

Employees are expected to behave honestly and openly and with integrity in their dealings with the company. Employees must not mislead or defraud fellow employees, customers, suppliers, contractors or SWM in general.

### **Working Environment**

Everyone at SWM has a legal obligation not to discriminate or harass any employee, agent, contract worker, supplier or visitor.

Employees are not permitted to smoke on company premises, except in designated smoking areas.

### **Gifts, Conflict of Interest and Ethical Conduct**

Other than in the course of routine business, employees must not to accept cash, gifts or gratuities from a supplier, agent, customer or contractor for any reason. Employees must not put themselves in a position where their interests conflict with those of the company.

### **Obligation to Disclose Relevant Information**

Employees are obliged to inform the company of any change in their circumstances that may affect their ability to perform their normal duties.

## **Use of Company Assets**

Employees must not deliberately misuse or damage company property in their possession, care or custody and must not use company assets, intellectual property or the services of other employees (including contractors) for private use or gain.

## **Change**

The company expects employees to remain open-minded about change in the work place and to collaboratively support and embrace new ideas and programs.

## **Environment**

Employees are responsible for maintaining and protecting the environment. Employees are expected to consider the impact of their actions on the environment and local community, including in relation to the disposal of waste, use and storage of chemicals and use of natural resources.

## **SWM's Employee Assistance Program - EAP**

The company offers confidential access to counselling for staff and immediate family members. EAP provides counselling and assistance to help resolve or deal with personal problems and issues which may be affecting their work or home life.