



Code of Conduct

This document, establishes the expectations of My Workplace Health with regard to our business practices, including our approach to human rights, the environment, and ethical practices aligned with legal requirements and international good practice.

CHILD LABOUR

- All forms of unlawful employment or exploitation of children are prohibited.
- No individuals are hired under age 16 or under the legal age of work or compulsory schooling, whichever is higher. This guidance is subject to exceptions recognized by the International Labour Organization.
- Individuals under 18 years of age are not hired for positions that include hazardous work or that interfere with normal educational activities.
- Where applicable, child protection measures are in place to ensure that children suffer no harm, exploitation, or abuse as a result of the activities of workers in the workplace or in employer-provided housing or transport.
- My Workplace Health works with University establishments, both here in Australia and Internationally to hire students as Interns, such as the WIL (Work Integrated Learning) program. All Interns are treated as full time or part time employees and paid according to industrial instruments based on age and courses undertaken. Students will accrue annual leave, sick leave and superannuation as required by law.
- No unpaid internships, traineeships or other non-remunerated programs will be considered or entered into by My Workplace Health, Health Risk Management Systems Pty Ltd or 2CRisk Holdings Pty Ltd.

COMPENSATION & BENEFITS

- All legally mandated wages and benefits are provided.
- Payment is made on time and on at least a fortnightly basis.
- Deductions are not taken from pay as punishment.
- Itemized records are maintained, consistent with this standard, and transparent pay information is provided in a timely manner.

- Pregnancy, maternity benefits, including relevant protections, leave, and accommodations, are provided in accordance with the law.

DISCRIMINATION

- Discrimination or harassment in hiring, pay, promotion, or in the workplace on the basis of race, colour, sex, national or social origin, religion, age, disability, sexual orientation, marital status, pregnancy status, gender identity or any other status protected by applicable law is prohibited.
- All forms of abuse or harassment in the workplace is prohibited.

ENVIRONMENT

- Compliance with applicable environmental laws, particularly with regard to waste, air and water.
- All required environmental permits for use and disposal of water and waste are obtained.
- Legal title to or a legal lease for its land is obtained, and there are no indications that the supplier's right to own or lease that land is contested.
- Native Title land is and will be recognised and respected by all My Workplace Health staff and personnel representing the company.

ETHICS

- We will comply with all applicable laws, including those pertaining to bribery, corruption, or any type of fraudulent business practice in accordance with ASIC requirements and relative legislation.

FORCED LABOUR

- All forms of forced labour are prohibited, including any form of prison, trafficked, indentured or bonded labour.
- Original personal identification and travel documents are not retained, and freedom of movement is not restricted.

- Workers are not charged or required to pay fees or deposits to obtain or maintain employment. Pay is not withheld, and no conditions are present that constrain a worker's ability to freely choose employment.
- Accurate and understandable information regarding the nature of work, compensation, work hours, and benefits is provided in writing in advance of employment.

FREEDOM OF ASSOCIATION

- The right to join, not join, or form a labour union in accordance with the law is respected without fear of reprisal, intimidation, or harassment.
- Where workers are represented by a legally recognized union, My Workplace Health is committed to establishing a constructive dialogue with the union's freely chosen representatives and bargaining in good faith with such representatives.

HEALTH & SAFETY

- A safe and hygienic workplace is provided in compliance with the law, and systems are in place to detect and manage potential risks to workers.
- Workers undertake health and safety training, hazardous materials and chemicals are properly stored, and workers are provided with the appropriate personal protective equipment.
- Health and hygiene of workers is provided for as relevant at the site, including toilet facilities, access to drinking water and food safety.
- In 2020, with COVID-19 workplace restrictions in place, My Workplace Health employees have access to unlimited sick leave, which commenced on the 1st March 2020 and was reviewed and reaffirmed on the 1st September 2020 until the 31st December 2020, whereby it will again be reviewed. Workers will not be docked sick leave or any wages or entitlements during this period as

a directive from the Managing Director to assist in the fight against COVID-19.

- All required PPE, including gloves, masks and hand sanitising products will be provided to all employees at no cost. Free Flu Vaccinations and free COVID-19 vaccinations will be supported by the Company at no cost to any employees.
- Unreasonable restrictions are not be placed on workers' toilet, rest or lactation breaks.
- Employer-provided housing, transportation and food must be sanitary and safe.

ISSUE REPORTING

- Workers will be aware of, and have access to, a provided complaints mechanism that is transparent, responsive, anonymous, unbiased, and confidential through which they can raise questions about or report violations of supplier policies, expectations contained in this Code of Conduct, other workplace grievances, or legal or ethical violations.
- Retaliation against workers reporting violations or cooperating in investigations is prohibited.

WORK HOURS

- Regular and overtime working hours are in compliance with the law and take into account worker safety, and overtime is voluntary.
- 24 consecutive hours of rest are provided in every 7-day work period. If allowed by law, 48 consecutive hours of rest in every 14-day work period are permitted. As a business rule, no out of hours, public holiday or weekend work is required as a part of the normal working week at My Workplace Health.