	<h1>POLICY</h1>	MPD: 27		
		VERSION 1.0	APPROVED SEP 2020	REVIEW DUE SEP 2022
<b>CODE OF ETHICS &amp; CONDUCT</b>				
<b>AUTHORISED BY: BOARD OF DIRECTORS</b>				

The Muir Group Pty Ltd (the Company), together with all entities within the group, is committed to:

- complying with its legal obligations and also to acting ethically and responsibly;
- conducting business in a way that is open and accountable to shareholders and clients; and
- creating a safe and non-discriminatory workplace

## Scope

The Code of Ethics and Conduct (the Code) applies to all staff; directors, senior executives and employees alike

## Purpose

The purpose of this Code is to ensure that:

- high standards of corporate and individual behaviour are practiced by all staff;
- staff are aware of their responsibilities to the company under their contract of employment; and
- all persons dealing with TMG including staff, shareholders, suppliers, customers or competitors can be guided by the stated values and policies of TMG

## Primary Obligations of the Code

The company has an expectation for all staff to:

- act in the best interests of the group;
- act honestly and with high standards of integrity and fairness;
- comply fully with the content of the Code and all laws and regulations which govern TMG and its operations;
- not knowingly participate in any illegal or unethical activity;
- not enter into any arrangement or participate in any activity that would conflict with TMG's best interests or that would be likely to negatively affect TMG's reputation;
- not take advantage of the property or information of TMG or its customers for personal gain or to cause detriment to TMG or its customers' and
- not take advantage of their position or the opportunities arising therefrom for personal gain


## Responsibilities to Shareholders, Staff and Clients

It is management's task to achieve, and the Board's role to oversee, the delivery of shareholder value through the sustainable and efficient operation of the company, sound reporting and risk management practices.

Processes in place to achieve the above will include risk management structures, the WHS Committee and the Board's oversight of strategic and business objectives.

## Care and Diligence

The company and its staff will exercise due care and diligence in the performance of their duties and responsibilities. This will include all activities to ensure the accuracy of all decision making information, attending to detail in all aspects of work, being mindful of the sensitivity of others, protecting confidentiality of staff, clients and suppliers and being courteous, open and honest.

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## Confidential Information

Unless necessary in the proper course of their duties, an employee, either during or after employment with the company, must not divulge to any third party or attempt to use for their own benefit, any trade secret or confidential information concerning the business or finances of the company. Further, in the course of their duties, an employee must use their best endeavours to prevent the publication or disclosure of any trade secret or confidential information.

The company is committed to keeping private information confidential. Employees must ensure the confidentiality of personal information acquired in the course of their work at all times. All files, records or correspondence relating to employees, suppliers or clients and containing sensitive material is to be stored securely. All confidential information held by an employee must be returned prior to leaving the employ of the company

## Gratuities / Gifts

The company does not allow employees to accept or solicit any gifts or benefits that may in any way appear to compromise or influence them in their official capacity.

Generally however, it is acceptable for employees to accept small token gifts of a personal nature, gifts of nominal value generally used for promotional purposes by the donor or moderate acts of hospitality. At no time is an employee to accept gifts of money or exchange gifts for money.

## Modern Slavery Act 2018

The company is committed to ensuring there is no slavery or human trafficking in any part its business to comply with the Modern Slavery Act 2018 and the company's Modern Slavery Act Statement is available on the E.E. Muir & Sons Pty Ltd website and the company intranet.