

# CODE OF CONDUCT



**BINDAREE**  
FOOD GROUP



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# FROM THE CEO

At Bindaree Food Group (BFG), our mission is one team, working together with our valued partners to provide leading, sustainable, high quality food solutions that exceed our customers' expectations. Our values of Culture of Care; Exceed Expectations; Openness and Agility, define what's important to us and guide how we work as a team and continue to build on the strong relationships with our suppliers and customers.

BFG is committed to conducting business ethically, honestly and with integrity to achieve excellence. Our Code of Conduct is an extension of our values and guides us to do what is right and comply with relevant laws and policies. It is integral to the way we work every day.

Our Code of Conduct applies to all team members including our employees, directors, contractors and consultants. We require these principles to be respected by all third parties with whom we work including our suppliers.

Each of us has a responsibility to ensure that we understand and comply with this Code at all times. Please take time to read and reflect how we do things the Bindaree way.

**Andrew McDonald**  
Chief Executive Officer

# OUR EXPECTATIONS

## OUR EXPECTATIONS OF OUR TEAM

**We are all responsible for understanding our Code of Conduct and working in accordance with it.**

BFG expects that you (this includes our team members, directors, contractors, consultants and agents):

- act in accordance with our Code of Conduct at all times;
- understand and comply with the Code of Conduct;
- speak up and report any breaches of the Code of Conduct.

It is important that there is no retaliation against those who speak up and report any breaches of the Code of Conduct.

## OUR EXPECTATIONS OF OUR LEADERS

**If you are leading people at BFG, it is important that you demonstrate our Code of Conduct in your actions by:**

- ensuring all team members understand and comply with the Code of Conduct;

- making decisions in accordance with the Code of Conduct;
- creating an inclusive workplace where team members feel they are able to speak up and report any breaches of the Code of Conduct without retaliation.

## OUR EXPECTATIONS OF PEOPLE WE WORK WITH

**BFG expects that all third parties we work with, including suppliers and customers, understand and comply with our Code of Conduct.**

This Code applies to individuals who are representing BFG or who can be perceived as representing BFG (including in social media forums).

# OUR VALUES

To enable our success, we expect all Bindaree Food Group team members to demonstrate behaviours that are aligned with our Company Values and accelerate the fulfilment of our Mission Statement.





 **BINDAREE**  
FOOD GROUP

***BINDAREE***<sup>®</sup>  
***NOT ALL BEEF IS CREATED EQUAL***

# OUR PEOPLE

## HEALTH, SAFETY AND WELLBEING

**We actively demonstrate care for each other such that it is seen, felt and heard by all personnel at all times.**

- Each of us is responsible for working safely, complying with our standards and caring for the health, safety and wellbeing of those around us.
- We look out for our team's mental and physical wellbeing to make sure we are fit for work every day.
- We promote the education and growth of our team members, actively developing, implementing and reviewing safe work procedures, and ensure our team is appropriately trained for required tasks.
- We have a responsibility to stop and report our colleagues if we think they are putting their health and safety, or that of others, at risk.
- We encourage collaboration across all levels, ensuring effective communication and consultation to achieve

improved decision making in relation to the health, safety and wellbeing of our team.

- We evaluate our safety performance, setting measurable targets to drive continuous improvement across our business.

## EMPLOYMENT, DIVERSITY AND INCLUSION

**We provide a safe and inclusive workplace free of all forms of discrimination, harassment, bullying, victimisation and vilification where staff are treated with dignity, courtesy and respect.**

- We value workplace diversity and treat all employees equally regardless of race, gender, nationality, ethnic origin, religion, age or sexual orientation. Discrimination is unlawful and not tolerated.
- We treat everyone with dignity and respect. Bullying, harassment and victimisation of any kind is not acceptable.
- We are committed to meeting local laws and agreements

# OUR SUPPLY CHAIN AND OUR PRODUCT

## ANIMAL WELFARE

**We use humane procedures and endeavour to adopt best practices designed to enhance animal wellbeing and prevent the mistreatment of animals.**

- We ensure proper management, transport and handling of animals and humane processing is achieved.
- We monitor compliance with relevant standards and guidelines and do not tolerate the mistreatment of animals.
- We adopt leading industry practices that enhance animal welfare both physically and mentally.
- We partner with suppliers and customers who demonstrate a commitment to ensuring the welfare of animals is consistent with prescribed standards.

## FOOD SAFETY AND QUALITY

**We provide leading, sustainable, high quality food solutions that exceed our customers expectations.**

- We are committed to the integrity of the food solutions we provide, and ensure our products comply with customer expectations.
- We provide our customers with assurance of food safety, integrity, security, traceability and legal compliance through the adoption of industry initiatives, principles and standards, including strict hygiene requirements and compliance to customer standards.
- We develop, monitor and follow food safety and quality programs to ensure we meet all legal and licensing requirements in regard to food safety and quality assurance.





## ENVIRONMENT

**We recognise our duty to protect the environment, prevent pollution and always seek to improve our environmental performance.**

- We understand and manage the impacts our activities and products might have on the environment.
- We comply with the law, regulatory requirements and environmental licence conditions.
- We continually strive for sustainable improvement to biodiversity, carbon and energy management, and our use of land, water and air.
- We understand we must respect the environment and responsibly use resources, including water, paper and energy without waste and act with social and environmental responsibility.

## HUMAN RIGHTS

**We are committed to upholding human rights in our business and supply chains.**

- We prohibit forced labour, including any form of child labour or slavery, and we mitigate risks to ensure that any modern slavery is not occurring in our business or our supply chains.
- We incorporate and commit to ethical principles and human rights initiatives adopted from international conventions and declarations.

# OUR INFORMATION AND ASSETS

## CONFIDENTIAL INFORMATION

**We respect that some of our business and stakeholders' information is confidential and should not be shared.**

- We responsibly manage our own and third parties' confidential information. We are careful about where and to whom we talk about confidential information, and where and how we store it.
- We do not tolerate the unauthorised disclosure of confidential information including for personal profit or advantage.
- We ensure we have in place systems to ensure we comply with relevant privacy legislation.

## INTELLECTUAL PROPERTY

**We use information wisely, protect our intellectual property and respect others.**

- We protect our intellectual property and closely monitor for unauthorised use of our intellectual property by others.

- We respect the intellectual property of others, such as suppliers, customers and competitors and only use their intellectual property when authorised to do so.

## COMPANY PROPERTY AND RECORDS

**We use company assets to conduct company business and not for personal gain or non-authorised use.**

- We look after company property and do not obtain, use or divert company assets for personal use or benefit, or inappropriate activity.
- We are provided with electronic resources such as email, internet and telephone to help us do our jobs. Users are permitted to use these resources for limited and reasonable personal use.
- We maintain accurate records and do not alter, destroy or remove company property or company records unless authorised to do so.

## SECTION 6

# YOUR PRIVACY

### DATA PRIVACY

**We recognise that your privacy is important, and we're committed to protecting the personal information we collect from you.**

- We comply with all laws in the collection, use and protection of personal information in connection with our business.
- We only collect, handle and share personal information for legitimate business purposes.
- We will use all reasonable endeavours to keep the personal information we collect and use in a secure environment.
- We ensure that those receiving personal data understand the importance of keeping the data private.



# OUR BUSINESS

## CORPORATE GOVERNANCE

**We are committed to practicing good corporate governance that enables us to achieve our mission sustainably and collaboratively.**

- We comply with our legal obligations, regulatory requirements, codes of practice and policies, including our Code of Conduct and industry best practice.
- We assess and manage risks within our business effectively by having in place systems, practices and processes.
- We accurately maintain our accounts and are transparent.
- We expect everyone in our supply chain to be accountable and compliant with our expectations and standards.
- We respect the communities in which we operate and work side by side in a collaborative way.

- We strive for excellence and review our strategy and processes regularly to ensure continued improvement and to remain agile to internal and external environments.
- We are open and honest in our actions and communication.

## BRIBERY AND CORRUPTION

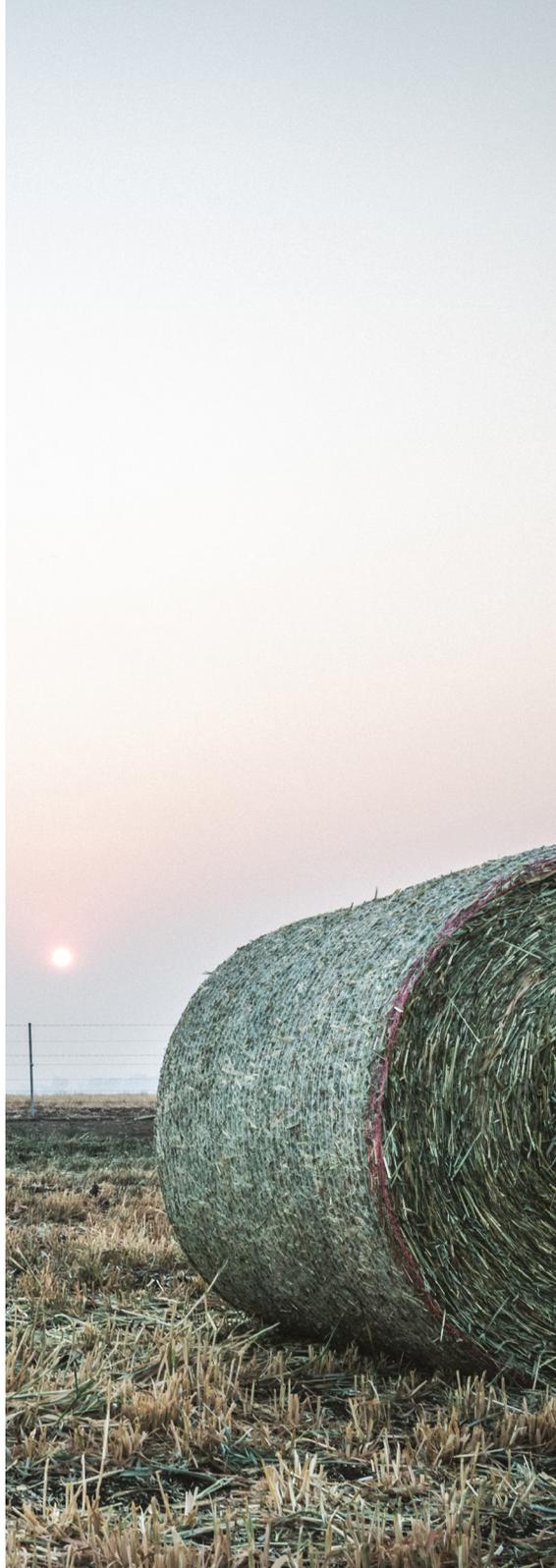
**We are committed to acting professionally, fairly and with integrity in all business dealings and relationships.**

- We do not engage in bribery or corruption of any form.
- We do not permit the making of any inappropriate promises, gifts or excessive hospitality in order to achieve an unfair advantage or benefit.
- We resist any efforts made by others (including suppliers, customers or clients) to unfairly affect any official decision-making process in order to achieve unfair advantage or benefit.
- We seek approval for any political or charitable donations or sponsorships.

## CONFLICTS OF INTEREST

**We ensure our personal activities, interests and relationships do not conflict with our responsibilities at BFG.**

- We disclose any actual or potential conflict of interest. Where a conflict cannot be avoided we manage it appropriately and transparently. A conflict of interest exists where you are in a position to make or influence a business decision which may benefit you or a related third party such as a partner, relative, business or associate.
- We do not participate in business activities outside your employment if it could adversely affect your ability to carry out your duties and responsibilities.





# BREACHES OF THE CODE OF CONDUCT

## CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

BFG will not tolerate violations of this Code. The failure to comply with the Code may result in disciplinary action, including termination of employment or service contracts/agreements.

## GRIEVANCE PROCEDURE

We are committed to resolving workplace grievances efficiently and fairly to ensure our people have access to processes for the resolution of genuine personal grievances related to the workplace.

## WHISTLEBLOWER PROTECTION

We are committed to ensuring that you are not disadvantaged or discriminated against for reporting unacceptable behaviour in good faith. The Whistleblower Policy provides special legal protection and

rights to individuals reporting issues about the Company provided certain criteria are met.

## OTHER COMPANY POLICIES

You must also refer to the BFG Employee Handbook for practical advice regarding your day to day work.

BFG continually assess its policies and procedures (including this Code) to ensure compliance with corporate governance requirements and best practice.

# PEOPLE PASSION FLAVOUR



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