



OZSTAFF SAFE@WORK

# ETHICAL STANDARDS POLICY

## 1.0 Introduction

Ozstaff Holdings (the "Company") is committed to maintaining the highest ethical standards in all aspects of its operations. Ethical conduct is central to our corporate culture and essential to our reputation, success, and the trust of our employees, clients, suppliers, and stakeholders. This Ethical Standards Policy outlines our commitment to ethical behavior and the expectations we have for all individuals associated with the Company.

## 2.0 Core Values and Principles

The following core values and principles underlie our commitment to ethical standards:

**2.1 Integrity:** We are committed to honesty, transparency, and ethical behavior in all our dealings. We will not engage in any form of deception, fraud, or unethical practices.

**2.2 Respect:** We treat all individuals with respect, dignity, and fairness, irrespective of their background, beliefs, or affiliations. Discrimination, harassment, or any form of unfair treatment is not tolerated.

**2.3 Compliance:** We adhere to all applicable laws, regulations, and industry standards. We expect all employees and stakeholders to comply with legal requirements and Company policies.

**2.4 Confidentiality:** We safeguard confidential and proprietary information, including client data, employee information, and business strategies. Unauthorized disclosure or misuse of such information is strictly prohibited.

**2.5 Conflict of Interest:** We avoid situations where personal interests conflict with the interests of the Company. Conflicts of interest must be disclosed and managed appropriately.

**2.6 Accountability:** We take responsibility for our actions and decisions. We are accountable for the consequences of our behavior and will strive to rectify any wrongdoing promptly.

### **3.0 Employee Responsibilities**

All employees are expected to:

**3.1 Act Ethically:** Uphold the Company's ethical standards in all professional activities and interactions.

**3.2 Report Concerns:** Promptly report any suspected or observed ethical violations, conflicts of interest, or inappropriate behavior through the designated reporting channels.

**3.3 Confidentiality:** Protect and maintain the confidentiality of sensitive and proprietary information, both during and after their employment with the Company.

**3.4 Avoid Conflicts of Interest:** Disclose and manage any situations where personal interests may conflict with the interests of the Company.

**3.5 Compliance:** Comply with all applicable laws, regulations, and Company policies.

### **4.0 Consequences of Ethical Violations**

The Company takes ethical violations seriously and may take appropriate action, which may include disciplinary measures, when violations occur. The severity of the consequences will depend on the nature and impact of the violation.

### **5.0 Reporting Ethical Concerns**

Employees and stakeholders are encouraged to report ethical concerns, violations, or potential conflicts of interest through established reporting channels, including supervisors, managers, HR, or the Company's designated whistleblower hotline.

### **6.0 Non-Retaliation**

The Company prohibits any form of retaliation against individuals who report ethical concerns in good faith. Retaliation is considered a serious violation of this policy and will result in disciplinary action.

### **7.0 Review and Updates**

This Ethical Standards Policy will be reviewed periodically to ensure its continued relevance and effectiveness.

### **8.0 Contact Information**

For questions or concerns related to ethical standards or to report ethical violations, individuals may contact Kevin Amarasuriya at 0402 586 596