



KC13 Code of Conduct

1. INTRODUCTION

1.1 Purpose and Application of this Code

This Code of Conduct has been adopted by the board of directors of Korvest Ltd (**Korvest**). It applies to all directors, as well as all officers, employees, contractors, consultants and associates of the Korvest Group (**Korvest Employees**).

This Code of Conduct sets out the standards of behaviour Korvest expects from Korvest Employees and informs Korvest Employees of their responsibilities to Korvest's shareholders, customers, employees, suppliers and the broader community in respect of their behaviour and conduct in the workplace.

1.2 Guiding Principles

Korvest has adopted a number of guiding principles that are designed to assist Korvest Employees comply with the Code. These principles are:

- we respect and abide by the law at all times
- we conduct ourselves with integrity, are fair, competitive and honest at all times
- we use our assets responsibly for the optimum benefit of our shareholders
- we do not create divided loyalties and treat all stakeholders equitably and with dignity
- we provide safe, challenging and rewarding places for our employees
- we honour agreements made with others who work with us and act in good faith
- we have proper concern for the environment and the wider community, acting accordingly
- we are responsible and accountable for our actions and their consequences
- we will investigate complaints received from our stakeholders

2. COMPLY WITH LAWS, POLICIES AND PROCEDURES

Korvest is committed to complying with the law whenever it does business.

Korvest Employees are expected to:

- act in accordance with the law;
- carry out their duties in accordance with this Code and Korvest policies and procedures that apply in the location in which the Korvest Employee works and the work that the Korvest Employee does relating to Korvest;
- participate in relevant compliance training programs offered by Korvest; and
- contact their manager or the Finance Director if they are uncertain about their compliance obligations.

3. INTEGRITY AND EQUITABLE DEALING

Korvest values honesty, integrity and equitable dealing. Korvest is committed to acting professionally and responsibly to Korvest shareholders, customers, employees, suppliers and the broader community.

Korvest aims to ensure that it provides high quality service to its customers at all times. Korvest Employees are expected to:

- treat each other and all suppliers, competitors, customers and other stakeholders fairly and with respect; and
- avoid any practices that are or could be seen as deceptive or unfair

Korvest is committed to ensuring a work environment in which everyone is treated fairly and with respect and where everyone feels responsible for the reputation and performance of Korvest. Korvest evaluates applicants for employment on merit in accordance with their skills, qualifications and abilities. Discrimination is not tolerated by Korvest.

Physical or verbal harassment or abuse in the workplace is not tolerated by Korvest.

To ensure the well being of employees and all other people that enter Korvest's premises, Korvest develops, communicates, implements and maintains policies and systems for occupational health and safety.

Korvest takes into account evolving community expectations, management practices, technological and scientific knowledge to improve its occupational health and safety performance.

4. CONFIDENTIALITY AND PRIVACY

Korvest Employees are expected to:

- take great care to ensure the integrity and security of all of Korvest's confidential information which relates to the affairs of Korvest and its employees, customers, and suppliers;
- treat all information acquired while they are with Korvest as confidential, even after they leave Korvest;
- not access or request or make improper use of or transfer or disclose confidential information to anyone else (otherwise than in the proper course of their duties)
- without written permission from Korvest or as legally required; and
- immediately return any confidential information which inadvertently comes into their possession

5. CONFLICTS OF INTEREST

Korvest is committed to managing, and where required, avoiding conflicts of interest. Korvest Employees are expected to:

- not allow personal interests to conflict with the interests of Korvest;
- avoid participating in decisions and activities which may conflict with their duties and responsibilities to Korvest;
- obtain written permission before accepting a position in any other company, business or organisation as a director, agent, employee or consultant, whether paid or unpaid, which may, or may be seen to give rise to a conflict of interest;
- disclose any conflict of interest or perceived or potential conflict of interest to their manager or the Finance Director as soon as they become aware of it;
- not take part in any decision making process of Korvest relating to a conflict that they are involved in; and
- not accept or offer gifts where doing so could influence a business decision or could create or appear to create an obligation to favour the giver or compromise their impartiality.

6. ASSETS

Korvest Employees are expected to:

- ensure that Korvest assets and property are used only for legitimate business purposes;
- not use Korvest's assets for personal purposes, except in accordance with Korvest policy or approved arrangement (limited use of Korvest property such as computers and telephones is permitted for private and non-income producing purposes provided it is used in an efficient and prudent manner); and
- report any suspected or actual theft or fraud to their manager, the Finance Director or any other person nominated by Korvest.

7. RESPONSIBILITY TO SHAREHOLDERS

Korvest is committed to providing value to its shareholders, whilst complying with all legislative and regulatory requirements.

Korvest is committed to providing timely, balanced and readily available material information to its shareholders, relevant regulators, other key stakeholders, and the investing community generally.

Korvest is also committed to open and transparent communication with its shareholders and stakeholders.

8. ENVIRONMENT

Where appropriate in the conduct of its business, Korvest:

- cares for the environment and cultural heritage;
- provides advice to its customers on the responsible use of its products;
- complies with all relevant environmental laws, regulations and standards; and
- is committed to developing standards that minimise any adverse environmental impacts resulting from its operations, products and services

9. BREACH OF CODE

The values and policies in this Code are not exhaustive. This Code is designed to focus Korvest Employees on particular values identified by Korvest as central to its integrity.

Korvest Employees are expected to report any suspected breach of this Code, any actual or suspected fraudulent or unethical behaviour or breaches of any Korvest policy to their manager.

In exceptional circumstances it may not be appropriate to discuss the breach with their manager. In these circumstances, the Korvest Employee may report the breach using the process set out in the **Korvest Whistleblower Protection Policy**.

Korvest will take any breach of this Code seriously. Matters raised will be investigated and Korvest will take appropriate action in respect of any breach of this Code. This may result in disciplinary action and, in some cases, termination of employment or legal action.

Material breaches shall be reported to the Korvest board.

11 ADMINISTRATION

11.1 Where can Korvest Employees obtain further information?

The Finance Director can provide further information or assistance regarding this Code if required.

11.2 Review and publication of this code

Senior Management will review this Code from time to time.

A copy of this Code will be made available to all employees and will be available via the Korvest Intranet site or upon request to your Manager/Supervisor.

A handwritten signature in black ink, appearing to read 'C Hartwig', with a checkmark-like flourish at the end.

Chris Hartwig
Managing Director – Korvest
Ltd
May 2020