

POLICY

Code of conduct

Overview

At Trackita Pty Ltd, we hold our employees to the highest ethical, professional, and legal standards. These standards are not just limited to the workplace but extend to interactions with clients, colleagues, and other stakeholders. This document outlines what we expect from each employee and the consequences for not adhering to these expectations.

Purpose

This policy serves to clarify the ethical and behavioral expectations for employees at all levels. Non-compliance may result in disciplinary measures, up to and including termination. Legal infringements could involve notification to relevant authorities.

Policy Flexibility

The terms set out here are not contractual obligations, and Trackita retains the right to amend or replace this policy without prior notice.

Behavioral Expectations

Employees are required to:

- Abide by all internal and legal guidelines.
- Follow all reasonable directives from the company.
- Refrain from giving references without explicit company approval.
- Dedicate their full effort and skills during work hours and any additional times as needed.
- Conduct themselves honestly and courteously with all individuals.
- Be proactive in supporting Reason Group's mission and values.
- Maintain a safe work environment, following health and safety guidelines.

Trackita.

USING USER SCIENCE. DATA-DRIVEN. THINKING BOLDLY.

Prohibited Behaviors

Employees should avoid:

- Discrimination, harassment, or bullying.
- Making unauthorized public comments about the company.
- Accepting perks from third parties without clearance from the company.
- Moonlighting or providing services to competitors without consent.
- Conflicts of interest, whether potential or real, must be reported immediately.
- Actions that harm the company's assets or reputation.
- Reporting to work under the influence of illegal drugs or alcohol.
- Discrimination based on personal characteristics.
- Tardiness or negligence.
- Misuse of company property, including internet and email for inappropriate activities.
- Breaching confidentiality during or post-employment.

Reporting Mechanism

Employees should promptly report any violation of these standards by coworkers or other stakeholders.

Associated Policies

This document should be read alongside other company policies, such as:

- Anti-Bullying & Anti-Harassment Policy
- Equal Employment Opportunity & Anti-Discrimination Policy

Your commitment to these ethical conduct guidelines contributes to the overall success and reputation of Trackita. Thank you for your cooperation.