

Code of Conduct Summary

Date: 24 July 2019

Club Plus Super (CPS) is committed to conducting its affairs with the highest standards of integrity, responsibility, openness and accountability.

Our Code of Conduct seeks to ensure that employees and directors understand the standards of professional behaviour we expect from our employees and directors.

The Code of Conduct should be read in conjunction with our Conflicts Management Policy and Gifts and Entertainment Policy which are designed to promote appropriate conduct and maintain ethical standards.

The CPS Code of Conduct covers the areas of:

- Equal Employment Opportunity and Discrimination;
- Harassment;
- Sexual Harassment;
- Workplace Bullying;
- IT Workplace Communications and Social Media;
- Dress Code; and
- Conflicts of Interest.

CPS aims to provide equal opportunity in recruitment, employment and promotions. All employees and directors are expected to behave in a professional and respectful manner in the workplace and must not unlawfully discriminate against a job applicant, employee or any other person in the workplace. CPS aims to create an environment where individuals thrive and any differences are resolved.

CPS expects all employees and directors to use the IT resources provided in a lawful and respectful manner and comply with their legal requirements for use, storage and transmission of confidential or personal information.

CPS expects employees and directors to have a professional approach to their position and show respect for their colleagues and CPS' service providers in their neat and professional presentation.

While we recognise that directors and employees have interests and responsibilities outside of CPS. CPS expects employees and directors to avoid (where possible) and manage any actual or perceived conflicts between on the one hand, personal or business interests, the interests of any associated person, or duties to any other company or similar organisation, and, on the other hand, the interests of CPS Fund members or duties to CPS Fund members.

CPS also avoids any appearance of favouritism that could result from giving or receiving gifts, entertainment, or anything of value outside of any CPS business transaction itself. All gifts and entertainment are to be recorded on our Register and any gift with a value of over \$100 cannot be accepted by employees or directors.