

## CODE OF CONDUCT

Sydney Training and Employment Ltd (STE) was formed out of a genuine desire to benefit individuals, industry and the community. It follows that STE's actions will be in accordance with a minimum ethical standard and that the company will be a good corporate citizen. STE endeavours to conduct all business in a manner that is honest and ethical and treats all stakeholders with fairness, respect and without discrimination.

The following is our code of conduct for directors, senior executives, managers and employees of our company.

Each Director, Senior Executive, Manager and Employee of the company:

1. must conduct all business relationships using the highest ethical standards, integrity and professionalism
2. adhere to the company policies regarding, but not limited to EEO, OH&S, Harassment and Bullying
3. ensure that all aspects of the business are conducted in a way that is honest and for the best interests of the company and its stakeholders
4. use the utmost care and diligence when completing all duties and representing the company
5. must ensure that their position is not used improperly or for their own advantage
6. will act according to the requirements of relevant Federal, State or Local Government Act or regulation
7. must ensure that their own conduct or behaviour will not bring discredit upon the company
8. must ensure that personal interests do not conflict with the interests of the company
9. must have regard for the interests of all stakeholders of the company.