

# Code of Conduct



## About the Code of Conduct

Grounded in our purpose and values, Tyre Stewardship Australia (TSA) is committed to the highest standards of conduct and ethical behaviour in all our business activities. Our Code of Conduct sets the standard that guides our actions and describes our behaviours in our day-to-day work, building and preserving trust with our many stakeholders.

Our Code of Conduct applies to our employees and everyone working with or on behalf of TSA including contractors, committee members and participating industry organisations.

## TSA Values, Vision and Purpose

**Our Vision:** Our vision is of a circular economy for end-of-life tyres which contributes to a sustainable society.

**Our Purpose:** To drive a circular economy by maximising the value of resources in end-of-life tyres, conveyor belts and tracks.

### Our Values:

				
<b>Respect</b>	<b>Passion, perseverance and energy</b>	<b>Collaboration</b>	<b>Accountability</b>	<b>Integrity, authenticity and trust</b>
<ul style="list-style-type: none"><li>• We accept and respect each other's rights, needs and differences.</li><li>• We communicate mindfully and positively using tone, words and body language.</li></ul>	<ul style="list-style-type: none"><li>• We approach our work with purpose and enthusiasm.</li><li>• We support our team to discover, build and maintain passion, while always respecting each other's energy levels.</li><li>• We are resilient and can withstand adversity.</li><li>• We will plan ahead, engage with stakeholders for support, grow from experiences and always follow up.</li></ul>	<ul style="list-style-type: none"><li>• We generously share our knowledge and skills across the organisation.</li><li>• We identify opportunities for team members to contribute to our projects and shine in new areas.</li><li>• We actively participate in conversations and engage with team members from across the organisation.</li></ul>	<ul style="list-style-type: none"><li>• We take responsibility for our actions and deliver on our promises.</li><li>• We always strive to reach our goals and bring people on the journey with us.</li></ul>	<ul style="list-style-type: none"><li>• We show up to work in a way that is authentic and honest.</li><li>• We treat information and our relationships with each other carefully and respectfully.</li></ul>

## Note from the CEO, Lina Goodman



TSA's Values outline the commitments and expectations we place on ourselves and each other in our daily work. It also provides the guidance that helps us make the professional choices on how we will conduct ourselves across the organisation, with our stakeholders and expect the same in return.

We are all responsible for understanding and complying with our values and our Code of Conduct to contribute to a collaborative and safe work culture – a place we can speak up in good faith with the knowledge we are valued and supported.

We ask that our stakeholders who work with us across committees, as contractors or other, understand their own responsibilities and their role in a manner that brings TSA's Values and Code of Conduct to life.



## Our Responsibilities

### 1. We earn trust through ethical and responsible conduct.

In our daily work, we make decisions that could impact our stakeholders and business. Each of us must make informed and transparent decisions, in the best interests of TSA. Before making a decision, we make sure all the following criteria are met:

- It will not break any applicable law, this Code of Conduct, or any other policy.
- We have the authority to make the decision.
- It serves the best interests of TSA and does not involve personal interests, conflicts of interest or self-dealing.
- We have made a reasonable effort to become familiar with the relevant and available facts.

TSA is committed to structuring our business to ensure appropriate checks and balances to help ensure proper compliance and ensure sound decision making.

<p><b>All TSA directors, officers, and employee (TSA personnel) responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Know and follow the Code of Conduct, policies and the laws that apply to our job.</li> <li>• Commit to training to meet your responsibilities.</li> <li>• Contribute to a culture of ethics and compliance.</li> <li>• Ask questions when we are unsure of the right decisions or actions to take.</li> <li>• Speak up when we observe or suspect misconduct.</li> <li>• Be truthful.</li> <li>• Respect the political process.</li> </ul>	<p><b>TSA management have additional responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Act as role model and lead the culture of ethics and compliance within their teams.</li> <li>• Encourage employees to speak up without fear of retaliation.</li> <li>• Listen to employees, take their concerns seriously and appropriately handle any issues raised.</li> </ul>
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When representing TSA, personnel must ensure that they have the relevant authorisation and present the TSA's position and not their personal views.

All TSA personnel must comply with the Code of Conduct. Violations of the Code of Conduct may result in disciplinary action, up to and including dismissal.

### 2. Honesty, Integrity and Privacy

#### **Competition Laws**

All our day-to-day work must be conducted in compliance with *Australia's Competition and Consumer Act 2010 (Cth)*, as enforced by the Australia Competition and Consumer Commission, and all other applicable competition laws. TSA has put systems and processes in place to avoid breaching competition laws.

### ***Privacy and Information***

TSA has an Information Security Management System to support compliance with our legal, statutory, regulatory, and contractual obligations such as the *Privacy Act 1988 (Cth)*.

We maintain stakeholder confidence by protecting the confidentiality, integrity and availability of the information stored within TSA's information systems. We identify and actively manage risks ensuring achievable treatments are implemented. We ensure robust awareness of information security and confidentiality principles and consider them in everything we do.

TSA has achieved certification under ISO 27001:2022 Information Security Management Systems and is committed to meeting these objectives as we go about our work. All TSA personnel are expected to comply with the policies and procedures.

### **3. We empower and respect people**

#### ***Diversity and inclusion***

The business, people, and stakeholders we work with are diverse. We believe that everyone deserves equal chance. We foster a diverse and inclusive environment at TSA, and bring this mindset to our employment decisions, day to day activities and interactions with each other and with stakeholders.

We support diversity of thought, culture and background and actively work to eliminate unconscious bias, knowing that an inclusive culture creates an environment where individual differences, experiences and capabilities contribute to our business success.

TSA supports all its personnel and will not tolerate any form of discrimination or harassment. We support a culture where everyone is treated with dignity and respect.

### **Seeking Guidance and How to Report Concerns**

If suspect activity or behaviour that isn't consistent with the Code of Conduct, the law, or our values, speak up and let someone know. There are several ways to let someone know, choose what is best for you.

- A TSA Manager
- TSA's CEO
- TSA's Board of Directors
- Relevant law enforcement or regulatory body

#### ***What happens when you raise a concern?***

Every concern raised with TSA will be assessed and any investigation will follow due process. TSA may interview relevant parties and review records or engage a third party to do this on TSA's behalf.

At the conclusion of the assessment or investigations, appropriate action will be taken, the action will be documented and communicated to all relevant parties, and in consideration of privacy and confidentiality obligations.

TSA reserves the right to report concerns and information to law enforcement or relevant authorities.

### ***Cooperation and no retaliation***

We fully cooperate with investigations and do not interfere with investigations. We never retaliate against anyone who raises concerns in good faith and participates in investigations and this is supported by our Whistleblower Policy. Retaliation can take many forms and includes, but not limited to, aggressive behaviour, bullying, exclusion, and changes to responsibilities or pay. Retaliation will result in disciplinary action, up to and including termination.

### **Version History**

<b>Version</b>	<b>Approver</b>	<b>Date</b>	<b>Comments</b>
V1.0	Lina Goodman, CEO	14/03/2025	CEO Approval