



Code of Conduct Procedure

Document ID: SCEE-HR-HR-PRO-0003

Authority

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History

Revision	Date	Amended By (Name)	Details of Amendment
0.0	22/01/2015	Hayley Roberts	Document renumbered, supersedes SIMS-PR0540
1.0	26/09/2025	Jodie Grandile	Document reviewed

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1 Purpose

This Code of Conduct outlines the standards of behaviour expected of all employees, contractors, and representatives of SCEE Electrical. It reflects our commitment to ethical business practices, a safe and respectful workplace, and compliance with all applicable laws and regulations. Guided by our values of Safety, Quality, Reliability, Trust, and Loyalty, this Code helps ensure we work together with integrity and professionalism.

2 Scope

This policy applies to all employees, directors, officers, contractors, consultants, and any other person representing the Company in any capacity.

3 Compliance with the Law

SCEE Electrical operates within Australia, and all employees and contractors are required to comply with Australian laws and regulations at all times. Ignorance of the law is not an excuse for non-compliance.

Where advice on legal or regulatory matters is needed, employees should first seek guidance through the Contracts Department. If external advice is required, it must be coordinated through the Contracts Department.

Employees and contractors are also expected to:

- Be familiar with and follow all Company policies and procedures.
- Stay informed of industry developments relevant to their role.
- Access policies and procedures through the Company intranet or via their Manager.

Key areas of law most relevant to our work include:

- Work Health and Safety (WHS) legislation
- Environmental law
- Employment law
- Trade practices and competition law
- Corporations law
- Taxation law

Understanding the legal environment in which we operate is essential to ensuring SCEE Electrical continues to meet its obligations and maintain its reputation for integrity and compliance.

4 Protection of SCEE's Interests

Employees and contractors must always act with honesty, integrity, and professionalism. Every action should support and protect SCEE Electricals reputation, assets, and objectives. Conduct that may compromise the Company's legitimate interests — whether financial, operational, or reputational — is not acceptable.

5 Conflict of Interest

Employees and contractors must always act in the best interests of SCEE Electrical when conducting business. Personal interests must not influence, or appear to influence, decisions made on behalf of the Company.

Employees are required to:

- Disclose to their Manager any personal, financial, or business interests that may create a real or perceived conflict with the Company's interests.
- Avoid holding assets, relationships, or engaging in activities that could compromise impartiality or create a material conflict of interest.
- Immediately report any actual or potential conflict of interest to their Supervisor or Site Manager and step aside from related decision-making or activities.

Supervisors and Managers are responsible for ensuring any reported conflict is properly reviewed, managed, and documented.

6 Use of Knowledge and Information

Employees and contractors must not misuse Company knowledge, information, documents, or resources. All information relating to SCEE Electrical, the wider SCEE Group, its customers, and its people must be respected, protected, and kept confidential.

The security and appropriate use of Company and customer information is mandatory. Confidential or "inside" information must never be used for personal gain or the benefit of others. This includes trading in shares of the SCEE Group (ASX code: SXE), or any other organisation where that information could affect share prices if it were made public.

Employees and contractors must also comply with the SCEE Group Securities Trading Policy, Shareholder Communication Policy, and Continuous Disclosure Policy, available on the SCEE Group website.

The obligation to maintain confidentiality and protect inside information continues even after employment or engagement with SCEE Electrical has ended.

7 Confidentiality and Intellectual Property

During the course of their employment or engagement, employees and contractors will have access to information that is confidential to SCEE Electrical, the SCEE Group, and our clients. In some cases, this information is also protected by intellectual property rights.

All contracts of employment, as well as contracts with consultants, contractors, and service providers, must include appropriate confidentiality and intellectual property clauses. The SCEE Electrical Standard Employment Contract confirms the Company's ownership of all work products created by employees in the course of their employment.

Employees and contractors are required to:

- Protect any confidential information obtained during their engagement with SCEE Electrical.
- Respect and safeguard the intellectual property rights of the Company, our clients, and our suppliers.
- Return all confidential information, documents, and materials to the Company upon termination of employment or engagement.

These obligations continue even after employment or engagement with SCEE Electrical has ended.

8 Respect of Company Property

Employees and contractors are responsible for protecting all assets under their control and using them appropriately. SCEE Electricals assets include, but are not limited to, cash, equipment, materials, intellectual property, confidential information, and Company facilities.

These assets must not be stolen, misused, misappropriated, or damaged, nor should anyone assist others in doing so. Company property is to be used responsibly and only for authorised business purposes, unless otherwise approved.

9 Financial Inducements, Gifts, Entertainment and Gratuities

Employees and contractors of SCEE Electrical must not seek, offer, provide, or accept bribes, kickbacks, or any benefit intended to improperly influence business decisions.

As a general rule:

- Gifts or entertainment must not be accepted or offered if they could be seen as creating an obligation or preferential treatment.
- Low-value, reasonable hospitality (e.g. meals or small tokens under approximately A\$300) may be accepted if appropriate to the circumstances, consistent with local custom, and unlikely to embarrass the Company.

- More valuable gifts must be declared to your Manager and, approved by Senior Management prior to being accepted.
- Travel, accommodation, and entertainment (including meals) are considered gifts and subject to the same rules.

Bribery is unlawful under Australian law, including the Criminal Code Act 1995 (Cth). This applies to dealings within Australia and with foreign officials. SCEE Electrical does not permit facilitation payments, and every effort must be made to avoid them.

If you are uncertain about a gift, offer, or benefit, you must raise the matter with your Manager for guidance.

10 Fraud

Fraud in any form will not be tolerated at SCEE Electrical. This includes theft, deception, misrepresentation, or any dishonest conduct intended to secure an unfair or unlawful gain.

Any fraudulent activity is considered serious misconduct and may result in disciplinary action, up to and including termination of employment or contract, and possible legal action.

11 Professional Behaviour and Fair Dealing

Employees and contractors must maintain the highest standards of professional conduct when representing SCEE Electrical. This applies to all interactions with colleagues, clients, suppliers, consultants, contractors, and the communities in which we operate.

Business relationships must always be conducted with respect, fairness, and integrity, and must comply with all applicable laws. Discrimination, harassment, and bullying in any form are strictly prohibited.

SCEE Electrical is committed to equal opportunity, respect for individual rights, and maintaining a safe, inclusive, and supportive workplace. Employees and contractors are also expected to be mindful of the social impact of their actions, respect local communities, and act in a way that upholds the Company's reputation.

12 Personal Conduct

All employees are expected to:

- Treat everyone with courtesy, respect and sensitivity to their rights
- Refrain from all forms of harassment and discrimination based on gender, race, religious belief, political affiliation, pregnancy, disability, sexual orientation or illness
- Always act honestly and in good faith
- Respect each individual's rights to privacy and keep personal information in confidence

- Refrain from allowing personal relationships to affect professional relationships
- Seek advice from an appropriate manager where a colleague's behaviour is perceived to be in breach of the Code, and report any suspected corrupt, criminal or unethical conduct to the HR Manager.

13 Employee misconduct

At SCEE Electrical, misconduct is defined as behaviour, attitude, or actions that are considered unacceptable. All cases of alleged misconduct or serious misconduct will be treated seriously and may result in disciplinary action, up to and including dismissal.

Examples of misconduct include:

- Inappropriate behaviour or misdemeanours.
- Failure to comply with Company policies and procedures.
- Serious incompetence.
- Failure to properly perform responsibilities.

Examples of serious misconduct include:

- Dishonesty, theft, or fraud.
- Assault or violence.
- Releasing confidential information without authorisation.
- Serious breaches of safety, including conduct that creates imminent risk to health or safety.
- Behaviour that creates imminent and serious risk to the reputation, viability, or profitability of the Company.
- Harassment, bullying, or other seriously inappropriate behaviour (e.g. drunkenness, fighting, sexual harassment).
- Serious neglect of duty or gross insubordination.
- Wilful disobedience.

14 Health and Safety

SCEE Electrical is committed to providing a safe and healthy working environment for all employees, contractors, and visitors. Health and safety is given equal priority with all business activities, and we encourage a culture where everyone is empowered to stop or delay work if effective risk controls are not in place.

All employees and contractors must:

- Comply with SCEE Electricals Health and Safety Policies and Procedures and all applicable WHS legislation and standards.
- Take responsibility for their own health and safety, as well as that of others in the workplace.
- Report hazards, unsafe behaviours, and incidents promptly.

The Company strictly prohibits:

- Entry to any SCEE Electrical worksite under the influence of alcohol, illegal drugs, or the misuse of prescription drugs.
- Possession or use of illegal drugs at all times.
- Inappropriate use or abuse of alcohol. Alcohol may only be consumed in offices with prior Senior Manager approval.
- Smoking in any SCEE Electrical workplace, as all sites are smoke-free environments.
- Smoking in any SCEE Electrical vehicle including plant and equipment.

15 Community and Environment

SCEE Electrical is committed to high standards of care for the natural environment and the communities in which we operate. All employees and contractors must comply with the Company's Environmental and Community Relations Policies and Procedures, as well as all applicable environmental legislation and standards.

We believe that excellence in environmental performance is essential to our business success and is consistent with sustainable development, balancing economic, social, and environmental needs.

Employees and contractors are expected to ensure that all activities are carried out with consideration for:

- Minimising adverse impacts on the environment.
- Respecting the communities in which we work.
- Supporting responsible and sustainable business practices.

All employees will ensure that all activities will be undertaken with consideration given to minimising adverse impacts on the environment and communities in which we work.

16 Unlawful Discrimination

SCEE Electrical does not tolerate unlawful discrimination, harassment, bullying, or demeaning behaviour of any kind towards individuals or groups.

All employees and contractors are expected to treat others with fairness, dignity, and respect, and to contribute to a safe, inclusive, and professional workplace free from unlawful behaviour.

17 Employment Practices

SCEE Electrical is committed to fair, transparent, and consistent employment practices. Recruitment, selection, and employment will be carried out in line with the Company's procedures, ensuring compliance with all relevant workplace laws and industrial instruments.

We aim to provide equal opportunity for all employees and applicants, and to make employment decisions based on merit, capability, and alignment with our values. Our employment practices are designed to support diversity, inclusion, and a respectful workplace.

18 Equal Employment Opportunity

SCEE Electrical is committed to providing a workplace where all people are treated fairly and with respect. We value diversity and equal opportunity in employment, ensuring that decisions are based on merit, capability, and potential.

Every employee and contractor will be treated with care, respect, integrity, and trust, free from discrimination or bias. We aim to foster an inclusive workplace where everyone has the opportunity to contribute, grow, and succeed.

19 Outside Employment

Employees and contractors of SCEE Electrical may undertake outside employment only if it does not interfere with their role at the Company or create a conflict of interest.

Outside employment must not be undertaken where it:

- Creates, or is likely to create, a conflict of interest with SCEE Electricals business.
- Uses or relies on confidential information, knowledge, or intellectual property gained through employment with the Company.
- Involves the use of Company time, property, or resources.

If there is any doubt, employees should discuss the outside employment with their Manager before accepting or continuing the arrangement.

20 Privacy

SCEE Electrical is committed to protecting the privacy of its employees, contractors, and stakeholders in accordance with the Privacy Act 1988 (Cth) and all relevant amendments.

All personal information collected by the Company will be handled responsibly, used only for legitimate business purposes, and protected from unauthorised access or disclosure.

Employees can be confident that their personal information will be managed in line with legal requirements and Company policies.

21 Share Trading and Inside information

Employees and contractors of SCEE Electrical are encouraged to take an interest in the performance of the wider SCEE Group (ASX code: SXE). However, care must be taken to comply with the law when

buying or selling SCEE Group shares. Independent financial advice should always be sought before making any investment decisions.

Under the Corporations Act 2001 (Cth), it is unlawful to deal in shares or other securities if you are in possession of inside information — that is, information that is not generally available to the market, and which, if it were available, would be likely to influence the price or value of those securities.

When dealing in SCEE Group securities, all directors, employees, and contractors are required to comply with the SCEE Group Share Trading Policy, available on the Company's website.

22 Sponsorships

All sponsorship arrangements must be approved in accordance with SCEE Electricals Delegation of Authority.

No employee or contractor may commit the Company to a sponsorship agreement without prior authorisation under the approved delegation framework.

23 Use of Company Resources

Employees and contractors must use SCEE Electricals funds, property, supplies, systems, and equipment responsibly and only for authorised business purposes.

Unauthorised use of Company resources for personal benefit is strictly prohibited and may be treated as misconduct, including theft.

All employees are expected to safeguard Company resources, avoid waste or misuse, and ensure they are used in a way that supports the Company's objectives.

24 Compliance with SCEE's Policies and Procedures

All employees and contractors of SCEE Electrical are required to be familiar with, understand, and comply with the Company's policies and procedures.

It is each individual's responsibility to:

- Access and stay up to date with relevant policies and procedures.
- Apply them consistently in day-to-day work.
- Seek clarification from their Manager if unsure about requirements.

Failure to comply with Company policies and procedures may result in disciplinary action.

25 Compliance with Code

It is the responsibility of every employee and contractor of SCEE Electrical to understand and comply with this Code of Conduct.

By following the Code, you help maintain the Company's reputation for integrity, safety, and professionalism. If you are ever unsure about how the Code applies, seek guidance from your manager or Human Resources

Failure to comply with this Code may result in disciplinary action.

26 Reporting Non-Compliance

Employees and contractors who become aware of a breach, or suspected breach, of this Code or related policies must report the matter.

Reports can be made to:

- Your immediate Supervisor or Manager, or
- Human Resources, or
- The CEO.

All reports will be treated seriously and, where possible, confidentially. Employees who raise concerns in good faith will be protected from retaliation.

27 Related Documents

Document ID	Document Title
SCEE-HR-HR-POL-0003	Code of Conduct Policy Statement