

Employee Code of Conduct of Legal Super Pty Ltd

- 1.1 All employees (employees) are bound by and must comply with this Employee Code of Conduct (Code).
- 1.2 This Code governs how employees should conduct themselves in the performance of their respective duties, in dealings with other employees and in dealings with third parties such as clients, suppliers and contractors.
- 1.3 This Code applies not only to face-to-face interactions, but also written communications and online communications including social media.
- 1.4 Specifically, employees must:
 - a) treat all people with dignity, courtesy, honesty, fairness and respect at all times and in all forms of communication;
 - b) respect and be sensitive to cultural or ethnic backgrounds;
 - c) not use offensive, abusive or discriminatory language;
 - d) contribute to an amicable working atmosphere;
 - e) maintain fair, open and honest relationships with employees and third parties;
 - f) willingly accept flexibility of jobs and duties, within their individual skills and abilities;
 - g) observe, at all times, the highest standards of professionalism and adhere to all legalsuper policies;
 - h) be professional, including but not limited to, appearance, grooming, hygiene, equipment, attire and attitude;
 - i) provide accurate information to members/employers and third parties about legalsuper's services and products;
 - j) conduct business with honesty, integrity and fairness;
 - k) maintain good relations with third parties;
 - l) not engage in any false or deceptive practices;
 - m) comply with all applicable laws and regulations, including those relating to theft, harassment and discrimination;
 - n) maintain confidentiality and adhere to any relevant laws relating to the treatment of personal or Confidential Information;

Review and approval

- 2.1 No less than every three years, or earlier if there is a material change to the size and/or complexity of legalsuper's operations or business, the Executive Manager, Legal, Risk and Compliance will review this Code.
- 2.2 Any changes to this Code must be approved by the Chief Executive.

Version control:

Effective date	20 June 2019
Superseded document	13 September 2017