

# Employee Code of Conduct

## **Purpose**

The Employee Code of Conduct outlines the standards of behaviour and ethical practices expected from all employees of Tetra Corp. This code is designed to promote a safe, respectful, and productive workplace, ensuring compliance with legal and company standards while upholding the values of Tetra Corp.

### 1. Compliance with Laws and Company Policies

- All employees must comply with Australian laws and regulations, as well as internal company policies and procedures.
- Employees are responsible for understanding and adhering to the rules and guidelines set out in the company handbook, employment agreements, and other relevant documents.

### 2. Professional Conduct and Integrity

- Employees are expected to always conduct themselves professionally, representing Tetra Corp with integrity and respect.
- Employees should avoid any actions that could harm the company's reputation, including dishonesty, unethical behaviour, or conflicts of interest.
- Confidentiality must be maintained with respect to company information, client details, and any proprietary data.

### 3. Workplace Health and Safety

- Employees must prioritize safety in all operations, adhering to Occupational Health and Safety (OHS) standards as required by Australian law.
- All incidents, hazards, or unsafe practices must be reported immediately to management.
- Personal protective equipment (PPE) should be used as required, and employees must follow safety protocols to prevent accidents and injuries.

### 4. Respect and Inclusion

- Tetra Corp is committed to fostering an inclusive and respectful workplace where diversity is valued.
- Discrimination, harassment, or bullying of any kind is not tolerated. Employees must treat colleagues, clients, and suppliers with dignity and respect, regardless of their background, gender, ethnicity, or other personal characteristics.
- Employees are encouraged to support diversity and inclusivity initiatives within the company.

#### 5. Quality and Accountability

- Employees are expected to perform their duties with care, attention to detail, and accountability.
- All work must be completed to the highest standards of quality and professionalism, ensuring customer satisfaction.
- Employees must take responsibility for their actions, acknowledging mistakes and striving for continuous improvement.

#### 6. Communication and Collaboration

- Clear and respectful communication is essential in maintaining a positive work environment. Employees should be open, honest, and constructive in their interactions with colleagues, clients, and supervisors.
- Collaboration is encouraged, and employees should work together to achieve common goals, sharing knowledge and resources as needed.

#### 7. Use of Company Resources

- Company resources, including equipment, materials, and time, should be used responsibly and only for legitimate business purposes.
- Employees must avoid any misuse or waste of company assets, and ensure that all resources are handled with care and consideration.

#### 8. Reporting Violations

- Employees have a duty to report any violations of this code, company policies, or the law.
- Reports can be made to a supervisor or through the company's whistleblowing channels. Retaliation against employees who report misconduct in good faith is strictly prohibited.

#### 9. Disciplinary Actions

- Failure to comply with this Employee Code of Conduct may result in disciplinary action, up to and including termination of employment.
- Tetra Corp will investigate any allegations of misconduct thoroughly and fairly, ensuring due process is followed.

### **Acknowledgment**

By working with Tetra Corp, employees acknowledge and agree to uphold the standards outlined in this Employee Code of Conduct.