

## ETHICS POLICY

### Overview

Multiplant's purpose for this ethics policy is to establish a culture of openness, trust and integrity in business practices. Effective ethics is a team effort involving the participation and support of every Multiplant employee. All employees should familiarise themselves with the ethics policy and guidelines that follow this introduction.

Multiplant is committed to protecting employees, partners, vendors and the Company from illegal or damaging actions by individuals, either knowingly or unknowingly. When Multiplant addresses issues proactively and uses correct judgment, it will help set us apart from competitors.

Multiplant will not tolerate any wrongdoing or impropriety at anytime. Multiplant will take the appropriate measures to act quickly in correcting the issue if the ethical code is broken. Any infractions of this code of ethics will not be tolerated.

### Purpose

Our purpose for authoring a publication on ethics is to emphasize the employee's and consumer's expectation to be treated to a standard of fair business practices. This policy will guide business behaviour to ensure ethical conduct.

### Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at Multiplant, including all personnel affiliated with third parties.

### Policy and Guidelines

1. **Executive Commitment to Ethics**
  - a. Executive Management within Multiplant must set a prime example. In any business practice, honesty and integrity must be top priority for executives.
  - b. Executives must have an open door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert executives to concerns within the work force.
  - c. Executives must disclose any conflict of interests regarding their position within Multiplant.
2. **Employee Commitment to Ethics**
  - a. Multiplant employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.
  - b. Every employee needs to apply effort and intelligence in maintaining ethics values.
  - c. Employees must disclose any conflict of interests regarding their position within Multiplant.
  - d. Employees will help Multiplant to increase customer and vendor satisfaction by providing quality products and timely responses to enquiries.
3. **Company Awareness**
  - a. Promotion of ethical conduct within interpersonal communications of employees will be rewarded.
  - b. Multiplant will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the Company.
4. **Maintaining Ethical Practices**
  - a. Multiplant will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager, director needs to consistently maintain an ethical stance and support ethical behaviour.

- b. Employees at Multiplant should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.
- c. Multiplant relays this ethics policy during the initial corporate induction to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed.

**5. Unethical Behaviour**

- a. Multiplant will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- b. Multiplant will not tolerate harassment or discrimination.
- c. Unauthorized use of Company trade secrets and marketing, operational, personnel, financial, source code, and technical information integral to the success of our company will not be tolerated.
- d. Multiplant will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.
- e. Multiplant employees will not use corporate assets or business relationships for personal use or gain.

**Enforcement**

Any infractions of this code of ethics will not be tolerated and Multiplant will act quickly in correcting the issue if the ethical code is broken. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Chief Executive Officer:  Date: 27/6/16

References:  
OHS Legislation in all States

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