

## CODE OF CONDUCT

### OVERVIEW

Australia and New Zealand Transplant and Cellular Therapies Ltd (“**ANZTCT**”) commits to fostering an inclusive and psychologically safe environment. Diversity is valued, and all individuals are respected, treated fairly and with dignity regardless of their personal characteristics.

ANZTCT requires that all of their employees, company members, special interest group members, committee members and board directors conduct themselves according to the highest standards of ethics, integrity, and behaviour when dealing with our contributors, colleagues, company members, stakeholders, board directors, and the general public. This includes, but is not necessarily limited to, full compliance with all legal obligations imposed by statute or any other source of law. ANZTCT ensures accessible and anonymous mechanisms for reporting unethical behaviours or psychosocial hazards, fostering trust and accountability.

This Code establishes the standards of behaviour that must be met by all employees, company members, special interest group members, committee members and board directors. Where these standards are not met, appropriate disciplinary action will be taken. In cases where the breach involves serious misconduct, this may result in summary dismissal of employees and/or withdrawal of ANZTCT membership where applicable. In alignment with Rule 5 of ANZTCT’s Constitution, in cases where a breach of the policy involves a breach of any law or professional standards, then the relevant regulatory professional and/or governing bodies and/or authorities or the police may be notified, as ANZTCT’s Board sees fit.

While this Code provides guidance on expected conduct, it may not cover every situation that arises. If there is uncertainty about the appropriate course of action in any situation, guidance should be sought from the Registry Executive Director, special interest group/committee chairs or an board director of ANZTCT as appropriate based on lines of reporting or levels of leadership.

### OPERATION

The purpose of this policy is to make it clear what ANZTCT expects from employees, special interest group members, committee members and board directors who are required to be familiar with and comply with the terms of this policy at all times. In alignment with Rule 5 of the Companies Constitution, failure to do so may result in disciplinary action, including potentially termination of employment, withdrawal of ANZTCT membership or reporting to relevant regulatory professional and/or governing bodies and/or authorities or the police where applicable as the Companies board sees fit.

In so far as this policy imposes any obligations on ANZTCT, those obligations are not contractual and do not give rise to any contractual rights. ANZTCT may unilaterally introduce, vary, remove or replace this policy at any time.

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## STANDARDS OF CONDUCT

All those engaged with ANZTCT are expected to contribute to a supportive culture that prioritises mental health, inclusivity, and collaboration. Leaders and managers have an important role in fostering a culture free from bullying and harassment. They are responsible for addressing concerns promptly and modelling inclusive and respectful behaviour. The standards expected of employees, ANZTCT members, special interest group members, committee members and board directors include:

### Compliance

- Compliance with all the Companies policies, procedures, rules, regulations and contracts;
- Compliance with all laws;
- Compliance with regulations and standards governing the sectors in which ANZTCT operates;
- Compliance with all reasonable and lawful instructions given by or on behalf of ANZTCT;

### Conduct and Behaviour

- Act with honesty and integrity and treat others with fairness, dignity, and respect.
- To not discriminate on the basis of personal characteristics including (but not limited to) sex, race, disability, pregnancy, age, marital status or sexual orientation;
- Act in good faith with due care, diligence, professionalism, and skill in all matters;
- Honour, respect and support the roles of employees, managers, contributors, colleagues, ANZTCT members, stakeholders, board directors;
- Work in a safe and compliant manner, and observe all workplace health and safety rules and responsibilities including the psychological hazards code of practice (<https://www.safeworkaustralia.gov.au/doc/model-code-practice-managing-psychosocial-hazards-work>);
- ANZTCT may direct employees, ANZTCT members, special interest group members, committee members and board directors to take action to eliminate or reduce any work health and safety risks or psychological hazards, and they must comply with such directions;
- Refraining from any discriminatory, bullying or harassing behaviour toward contributors, colleagues, ANZTCT members, stakeholders, managers, board directors, and the general public; (bullying is defined as any unwelcome behaviour that a reasonable person would expect to offend, intimidate, humiliate, or distress another and based on how the behaviour is experienced by the recipient, irrespective of the intent of the person displaying the behaviour);
- Avoiding communications, such as emails or group chats, that share sensitive content or copying unnecessary recipients on critical emails which can unintentionally alienate or distress individuals.
- Refrain from offensive language and not use ANZTCT resources to access and/or download sexually explicit material or other offensive material;

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- At all times, behave in a way that upholds ANZTCT's core values and the integrity and good reputation of ANZTCT;

### **Support the interest of ANZTCT and Conflicts of Interest**

- To be faithful and diligent, and actively pursue ANZTCT's best interests in commitments and obligations to ANZTCT;
- To not make any statements to the media about ANZTCT's business, unless expressly authorised to do so by ANZTCT (requests for media statements should be referred to ANZTCT's President);
- To not make any statements about ANZTCT on social media, or any other public platform, that may harm ANZTCT's reputation;
- To not engage with a competitor of ANZTCT (transplant and cellular therapies organisations in Australia and New Zealand), except with ANZTCT's prior written consent;
- ANZTCT adheres to strict policies for identifying and managing conflicts of interest, ensuring compliance with governance standards. It is expected that there is immediate disclosure of any potential, perceived or actual conflict of interest (whether direct or indirect) that may give rise to a conflict with the performance of obligations, duties and or commitments to ANZTCT, or ANZTCT's business, confidential information or reputational interests.
- ANZTCT may direct employees, ANZTCT members, special interest group members, committee members and board directors to take action to eliminate or reduce any such conflict, and they must comply with such directions;
- To not engage in conduct, whether during work hours, ANZTCT activities or socially that in the opinion of ANZTCT causes damage or potential damage to ANZTCT's property or reputation;

### **Reporting of Breaches**

- Reporting any conduct which is in breach of any of the above, or potentially in breach of any of the above, without delay. ANZTCT ensures accessible and anonymous mechanisms for reporting unethical behaviours or psychosocial hazards, fostering trust and accountability.
- Support those who raise concerns about conduct in good faith.

### **Confidentiality**

- To maintain confidentiality of any confidential information both during employment and/or terms on special interest groups, committees or board and after leaving these positions;
- Treat ANZTCT's information, discussions, deliberations, and decisions as confidential unless the information is publicly known through publication, or the information has been approved for public release in writing.

### **OTHER POLICIES**

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Employees are encouraged to read this policy in conjunction with other relevant Company policies. The list of relevant policies includes the following: Bullying Policy; EEO; Discrimination & Harassment Policy; Whistleblower policy; Social Media Policy.

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