



Code of Conduct Policy

Last Updated February 2026

Policy number:	P001	Version:	3
Drafted by:	Meagan Henry, Operations and Administration Co-ordinator	Approved by Board on:	February 2026
Responsible person:	Amy Coote, Chief Executive Officer	Scheduled review date:	February 2027

1. Introduction

- 1.1 This policy works to ensure Maddie Riewoldt's Vision maintains a harmonious, safe and ethical work environment, which upholds our mission and values.
- 1.2 This policy applies to the Board, permanent, casual and contract staff and volunteers.

2. Purpose

This policy affirms M. Riewoldt Holdings Limited (MRV) belief in responsible social and ethical behaviour from all employees and volunteers. This policy clarifies the standards of behaviour that MRV expects of all employees and volunteers.

3. Policy

Our Code of Conduct policy applies to all Board, employees and volunteers and provides the framework of principles for conducting business, dealing with other employees, clients, suppliers and supporters. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy expects all employees and volunteers will adhere to the following:

- Promote the interests of MRV.
- Perform duties with skill, honesty, care and diligence.
- Act and maintain a high standard of integrity and professionalism.
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities.
- Not participate in unlawful discrimination, harassment, victimisation, violence or any other form of offensive conduct.
- Work in a safe manner at all times, observing safety precautions and procedures, including those that protect psychological and psychosocial wellbeing.
 - MRV is committed to providing a workplace that supports both the physical and psychological health and safety of all employees and volunteers. In line with the Occupational Health and Safety (Psychological Health) Regulations 2025, MRV will take all reasonably practicable steps to identify and manage psychosocial hazards that may pose a risk to workers' mental health and wellbeing.

- All staff and volunteers are expected to act in ways that promote a safe, respectful and inclusive workplace, and to report any conduct, workload, or organisational issues that may adversely affect psychosocial health. Maintain the privacy of information relating to MRV employees, volunteers, ambassadors, families, customers, partners, suppliers, contractors and potential employees - please read the MRV Privacy Policy for further information.
- MRV is committed to providing a safe, respectful and inclusive environment for children and vulnerable people. All employees, Board Members, Scientific Advisory Committee Members and event volunteers must act in a manner that promotes the safety, dignity and wellbeing of children and vulnerable people at all times. In line with relevant legislation, all required registrations, licences or screening checks must be obtained and maintained where applicable to the role. This may include, but is not limited to, a National Police Check, Working with Children Check and/or Working with Vulnerable People Check. All employees, Board Members, Scientific Advisory Committee Members and event volunteers must also comply with MRV's Working with Children and Vulnerable People Policy.
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, volunteers, clients and suppliers, and act to embrace and respect diversity. Avoid apparent conflict of interests, promptly disclosing to the MRV CEO, any interest which may constitute a conflict of interest.
- Abide by policies, procedures and lawful directions that relate to your employment with MRV and/or our clients.
- Ensure all offers of gifts or entertainment have business purposes and would not be perceived, objectively or subjectively, as otherwise. Small tokens of appreciation, such as a bottle of wine or bunch of flowers, are generally deemed acceptable. However, any gifts or entertainment offered to you in the course of your work with MRV that exceed \$100 in value should be disclosed. Under no circumstances may employees or volunteers offer or accept money.

Employees or volunteers who believe the Code has been breached, or would like to raise a complaint, should contact their Manager. Alternatively, an employee or volunteer may contact the CEO, Chair or another Board Member who they feel comfortable speaking with. All reports will be dealt with in a timely manner and confidentiality will be respected and maintained as much as possible within the constraints of needing to investigate the matter raised.

Any employee or volunteer who, in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. MRV does not tolerate any form of victimisation, retaliation or violence against a person who is involved in an investigation and/or raises a matter as part of a grievance process. Disciplinary action will be taken against any person who participates in this behaviour, which may include termination of employment.

MRV expects co-operation from all employees and volunteers in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee or volunteer in breach of this policy may be subject to disciplinary action, including termination.

Should an employee or volunteer have doubts about any aspect of the Code of Conduct, they must seek clarification from the CEO.

Signed (Print Name):

Signature:

Date: