

# The Code

TechnologyOne Code of Business Conduct

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May 2019

# The Code

## A message from our CEO

As a TechnologyOne team member, you're an integral part of a company with global reach and the trust of your peers, shareholders, customers, partners and government agencies across the globe. We're committed to building, delivering and supporting insanely great products and services that transform business and make life simple for our customers.

We have a TechnologyOne way of operating which underpins our culture and the decisions we make, and guides our behaviours. Our Code of Business Conduct is an important document as it provides further detail on how each one of us should act in accordance with the TechnologyOne Way.

Our Code of Business Conduct helps to:

- guide our thinking, actions and conduct, forming the basis of how we work together every day;
- explain the required standards of conduct, behaviours and our responsibilities;
- foster a workplace where we respect each other; and
- promote fair, ethical, legal and objective decision making.

We actively foster an environment where people can ask questions and raise concerns. If you believe the Code of Business Conduct has been breached, I urge you to report it in accordance with this Code of Business Conduct.

Our Code of Business Conduct is one of the most important documents for TechnologyOne. You should read it carefully and use it as a guide for good decision making. The Code of Business Conduct protects you, our people and our company. It ensures our enduring reputation and success continues into the future. All of us are expected to uphold the standards stipulated in this Code of Business Conduct

I appreciate your support in continuing to make TechnologyOne a great place to work.

**Edward Chung**  
Chief Executive Officer

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# The Code

## Introduction

Our objective is not only to be valued for our products and services but also for the way that we work. We will lead our industry in demonstrating ethical business practices so that we can hire the best, build and deliver great products and services, and attract loyal customers. We apply our core values and principles throughout our business and to our customers' businesses.

Our code of business conduct ("The Code") will help guide us. The Code defines how we should conduct ourselves as representatives of TechnologyOne. The Code addresses our responsibilities to TechnologyOne, to each other, and to customers, suppliers, consumers and governments. It sets out our core values and principles, and how you can apply them every day in your behaviour and decisions to help us achieve our objective. Our success depends on you.

## The TechnologyOne Code of Business Conduct

1. Comply with The Code - understand The Code and use good judgment when applying The Code
2. Apply our core values and principles to all your relationships and activities at work - the TechnologyOne Way, Compelling Customer Experience and the Leadership Model
3. Do the right thing - act honestly, ethically and in the best interests of TechnologyOne at all times
4. Obey the laws, regulations and TechnologyOne policies that apply to your work and region

## The Code and you

The Code must be followed by anyone who works for or represents TechnologyOne. This includes –

- TechnologyOne board members, leaders and team members
- TechnologyOne team members working with third parties such as consultants, agents, contractors and temps must:
  - Require these parties to agree to comply with relevant aspects of TechnologyOne's compliance policies.
  - Provide these parties with education and information about policy requirements.
  - Take action, up to and including terminating a contract [subject to approval], after learning that a third party failed to abide by our compliance policies.

## What team members must do

### *Your responsibilities*

- Comply with The Code
- Gain an in depth understanding of your individual position's responsibilities and any aspect of The Code that applies to them
- Learn about the relevant laws and regulations of your region and company policies. Understand how to apply them to your job
- Take personal responsibility to incorporate, and to encourage other team members to incorporate, the principles of The Code and values into our work
- Be aware that we may audit, monitor, intercept, access and disclose information processed or stored on TechnologyOne devices and systems or on personally-owned devices permitted to access our networks
- The Code does not cover every scenario so use good judgement and do the right thing
- Promptly raise any concerns about non-compliance with The Code
- Cooperate fully and honestly in any investigations related to breaches of The Code

### *The cost of non-compliance*

Anyone who does not fulfil their responsibilities under The Code may face disciplinary action up to and including the termination of their employment.

## What leaders must do

- Lead by example and role model behaviours and actions compliant with The Code
- Champion The Code, speak up when you see a problem and encourage others to do the same
- Ensure your team members understand The Code and how it applies to them, their position and their region

- Maintain an open door policy and always be receptive to questions, concerns or comments
- Swiftly respond to any team member's expressed concern and take appropriate action
- Hold team members accountable for complying with The Code and take appropriate action for non-compliance

## Speak up

If you believe something isn't right, identify non-compliance with The Code or our policies, think our customers are not receiving a CCE, or suspect someone of unlawful activity, speak up! No matter how small the issue is or even if you're not certain that a violation has occurred, we want to hear from you. If we know about it, we can deal with it.

We offer several channels for raising concerns. Generally, your supervisor, leader or your P&C contact will be in the best position to resolve a concern but other resources you can contact include:

- Group Legal Director by email or call +61 7 3167 7519
- Head of Compliance/Company Secretary by email or call +61 7 3167 7179
- Email  
T1GroupRiskCompliance@technologyonecorp.com

If you feel uncomfortable or unable to report your concern to these people, please contact our Group Director, People & Culture by email or call +61 7 3167 7290.

Whichever option you choose, your confidentiality is respected, and you may even choose to remain anonymous. However, if you identify yourself, we are able to follow up with you and provide feedback. Your identity and information will only be shared on a "need-to-know" basis. Any retaliation - whether direct or indirect - against team members who raise a concern is grounds for discipline up to and including dismissal.

TechnologyOne is committed to protecting our people in making genuine disclosures and has appointed a Whistleblower Protection Officer who has the responsibility of providing individual team members with protection against disadvantage. You can approach the Whistleblower Protection Officer prior to, during or after making a whistleblowing report to seek advice.

## Make good decisions

Fair, considered and consistent decision making is an important foundation for TechnologyOne and its customers. All team members have a responsibility to ensure the decisions they make on behalf of TechnologyOne are appropriate.

Before taking a business action, ask yourself the following questions:

- Is this decision legal, ethical and socially responsible?
- Is this decision consistent with The Code?
- Would TechnologyOne's reputation be compromised if this decision were to become known internally or publicly?
- Am I willing to be held accountable for this decision?
- Have I sense-checked the decision with my leader or colleague for a different perspective?

If the answer to any of these questions is "no" or you're not sure, don't proceed. Ask before acting. Speak up if you see an issue.

Never allow the needs of the business to justify doing something that violates the law or is inconsistent with The Code. If you encounter situations in which the right choice is unclear or there's conflicting information, you're expected to seek guidance on how to ensure we do the right thing in that situation.

# The Code and our business

## The Power of One with our customers

### Ethical conduct

Ethical behaviour is fundamental to our high-achievement culture and exceeding our goals. It demonstrates that TechnologyOne can be trusted, builds loyalty and helps strengthen our reputation within our customer markets, in the minds of our shareholders and the wider community.

We expect the conduct of our team members should never bring the company into disrepute.

We expect our team members to keep within the spirit as well as the letter of the law and regulation and always apply high standards of professional and ethical conduct. Just because you can do something does not mean you should. In addition, team members are to practice responsible risk management and due diligence in our decision making.

Most importantly, team members must understand that ethical business conduct is most important to TechnologyOne - even if behaving ethically means sacrificing a desirable, short-term business outcome.

### Compete fairly

The way we compete is as important as the result we achieve. We strive to outperform our competition fairly and honestly, and obtain advantage over our competitors through superior performance of our products and services, not through unethical or unlawful business practices.

Healthy competition and fair business practices put our customers first by giving them access to a variety of products and services at fair prices.

There are numerous laws in place which make it an offence for a company and its team members to behave in an anti-competitive way. In many customer agreements, TechnologyOne is also required to declare that it has not engaged in any collusive, anti-competitive or similar conduct in breach of any law. We take a zero-tolerance approach to bribery and corruption wherever it's encountered and do not make facilitation payments of any kind.

### Your responsibilities

- Avoid any formal or informal agreements with competitors that limit competition
- Respect competitive bidding processes and do not rig or fix the outcomes or help anyone else to do so
- Be truthful and do not misrepresent who we are or what we do

- Do not engage in any unlawful or illicit activity to obtain competitive information. This may include theft, trespassing, eavesdropping, wiretapping, computer hacking, invasion of privacy, bribery, misrepresentation or searching through garbage. Notify us immediately should you be made aware of, or be in receipt of, confidential competitor information.
- Do not accept, disclose or use competitive and/or non-public information belonging to another company without the permission of that company or that you know or have reason to believe was disclosed to you in breach of a confidentiality agreement between a third party and one of our competitors. This includes information from competitors and former employers.
- Do not make any agreements of a formal or informal nature with competitors to fix or set prices or interest rates, restrict the supply of goods or services, conduct bid rigging, market sharing or any other anti-competitive practice.

### No improper payments

TechnologyOne prides itself on its truthful and transparent interactions with our customers and does not influence their decisions through improper payments. We do not offer, accept or solicit gifts or entertainment inappropriately as an inducement or means of influencing actions or opinions.

Some types of gifts and gratuities like bribes, inducements, special personal discounts or merchandise, however small, could compromise the integrity of business relationships, may be interpreted as fraud and be illegal.

### Your responsibilities

- Never offer, promise, make or authorise a payment or the giving of anything of value to anyone in order to gain an improper business advantage
- Do not offer gifts, hospitality or travel to our customers or potential customers without prior approval
- Do not contribute company funds or assets to political parties
- Declare all received gifts to your leader and only accept those that are appropriate and immaterial. If you're unsure about whether a gift is appropriate, seek permission from your leader before accepting it
- Hire candidates based on their merits; do not make hiring decisions to benefit a customer or government official
- Abide by the Gifts and Gratuities clause of your Employment Agreement
- Avoid hidden terms or arrangements and reduce complexity wherever possible

## Entertain appropriately

The Code does not prohibit reasonable business entertainment and hospitality that is appropriate, proportionate and properly recorded. The purpose of business entertainment in a work setting is to foster goodwill and sound working relationships.

### *Your responsibilities*

Business entertainment should not be offered, given, provided or accepted by any team member, family member of a team member or agent, unless it meets all the following criteria:

- It is not cash or a gift card
- It is consistent with customary business practices
- It is reasonable in value
- It is open and transparent
- It cannot reasonably be construed as a bribe or payoff
- It does not violate any laws or regulations, or applicable policies of the other organisation

## The Power of One with government agencies and communities

### Risk and compliance across the globe

TechnologyOne is a global company. The Code cannot identify all applicable laws, regulations and legal requirements; however, it's essential that TechnologyOne comply with all legal requirements.

### *Your responsibilities*

- When you act on the company's behalf, you must familiarise yourself with applicable laws and regulations of the region in which you're working
- If a requirement or provision of The Code conflicts with applicable law, the law will prevail
- Talk to your leader, Risk & Compliance, People & Culture or a member of our Legal Services team if you have questions concerning a potential conflict between The Code and applicable legal requirements

### Dealing with government officials/ political contributions

We will build TechnologyOne's reputation through proactive engagement with government policy makers and officials<sup>1</sup>, and other stakeholders. Laws and regulations in the countries in which TechnologyOne operates govern the offering or giving anything of value to Public Officials in order to influence their actions. Transactions with governments are not the same as conducting business with private parties.

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<sup>1</sup> A government official can be a national or local government employee, a political candidate, a party

We also strictly control our public statements to the media on important industry matters that affect our business. Our Marketing, Legal Services and Risk & Compliance teams will provide a coordinated response to relevant new government proposals that may impact TechnologyOne.

### *Your responsibilities*

- Do not offer or give anything of value to political parties. This means anything that might have value to a government official, including cash, gifts, meals, entertainment, business opportunities, TechnologyOne product, offers of employment and more. There is no monetary threshold; any amount could be construed as a bribe.
- Do not intervene in party political matters
- Unless you are authorised by the Corporate Communications Manager to do so, do not make any public statements to the media, industry analysts, stockbroker/institutional analysts and shareholders
- Forward any requests for media releases or interviews to our Corporate Communications Manager
- Check with your leader and our Corporate Communications Manager before accepting any public speaking engagement on behalf of TechnologyOne

### Human rights

TechnologyOne recognises we have clear responsibilities to support governments, customers and the TechnologyOne Foundation partners in respecting and upholding human rights principles wherever we operate.

TechnologyOne has a responsibility to respect human rights, as articulated in the Universal Declaration of Human Rights. Wherever we operate, we work to ensure that we do not infringe on human rights through our operations or business relationships.

## The Power of One with each other

### Diversity and inclusion

We pride ourselves on our inclusive workplace culture and recognise the contributions that all our people bring to our organisation through individual backgrounds, experiences and perspectives. We create a fair and equitable workplace where people are provided with equal opportunity, feel connected and involved, and love coming to work. We embrace diversity and inclusion, recognising the benefits it brings our work, our customers and the communities we operate in.

official, a member of a royal family, or an employee of a government-controlled entity.



### Your responsibilities

- As a TechnologyOne team member, you're expected to maintain a respectful workplace culture that is free of harassment, intimidation, bias and unlawful discrimination of any kind
- Ensure your behaviour and work practices encourage the principles of inclusivity and fairness for everyone
- It's unlawful for you to discriminate or harass anyone on the basis of race, colour, religion, veteran status, national origin, ancestry, pregnancy status, sex, gender identity or expression, age, marital status, mental or physical disability, medical condition, sexual orientation or any other characteristics protected by law
- Ensure employment-related decisions are based on qualifications, performance, skills and experience

TechnologyOne is also committed to providing reasonable accommodations to qualified individuals with disabilities and individuals with sincerely held religious beliefs and practices.

### Harassment, discrimination and bullying

Our culture is based on mutual respect and collaboration. You have the right and expectation to be able to work in an environment free from sexual harassment, discrimination and bullying and TechnologyOne is committed to providing it. Sexual harassment, discrimination and bullying are serious violations of those principles and unlawful. We won't tolerate this behaviour from inside or outside our organisation.

#### Your responsibilities

- If you think you're being sexually harassed, discriminated against, bullied or retaliated against, or witness any such behaviour, report it immediately to your leader and the People & Culture team. All such reports will be immediately and confidentially investigated and a course of action agreed upon. If we know about it, we can deal with it.
- You're expected to go above and beyond to create a workplace culture that's free of harassment, intimidation, bias and unlawful discrimination

### Health and wellbeing

TechnologyOne is committed to protecting the health, safety and wellbeing of our customers, team members, business partners and the communities in which we operate. We expect everyone at TechnologyOne to behave in a safe and responsible manner at all times. We will intervene if health or safety is ever compromised.

We're committed to a violence-free work environment and will not tolerate any violent behaviour in the workplace.

#### Your responsibilities

- Your safety is important. If you experience an incident or injury or identify a hazard in our workplace or at a customer site, immediately report it
- Consumption of alcohol by legal-aged individuals at TechnologyOne sponsored events is permitted and we expect you to exercise good judgment and act in a professional and responsible manner if you partake.
- You should recognise that your attendance at TechnologyOne social events is not mandatory and it's your choice to attend or not. If you do attend, also recognise it's your choice to consume alcoholic beverages or not
- You must not use, possess or solicit illicit drugs or abuse alcohol in the workplace, including at company events, customer sites and other business-related premises

### Environment

We're committed to addressing our environmental impact and to seeking opportunities to minimise our environmental footprint throughout our global operations. Wherever possible, we will reduce our use of resources and cut any harmful emissions we're responsible for.

#### Your responsibilities

- Reuse and recycle IT equipment and other waste

### Conflicts of interest

At TechnologyOne, we rely on the good judgment and integrity of our people to avoid any situations that hold potential for conflict of interest. This includes avoiding even the appearance of a conflict of interest.

#### Your responsibilities

- You're responsible for ensuring that your personal interests, investments and activities, including those of your family members, do not conflict with your objectivity or independent judgment, the best interests of TechnologyOne or the wellbeing of our customers, team members and shareholders
- If you have a situation where you believe there is a potential conflict of interest you must disclose the circumstances to your leader
- You must disclose another business or personal relationship with a customer, supplier, competitor or business partner
- You must disclose a direct or indirect business interest for another employer or for gain/reward during your employment at TechnologyOne. This includes advisory roles, board seats, and starting your own business.

- You must openly and adequately disclose a romantic or sexual workplace relationship
- You must disclose applications from your spouse, partner or relative for a position at TechnologyOne
- You must disclose if you have accepted gifts, gratuities, entertainment or other benefit which exceeds the value of AUD 100

On a case by case basis, we'll consider if there's a conflict of interest and discuss a resolution with you.

## TechnologyOne Foundation

We know that both our business and team members' personal development benefits from contributing to the communities where we operate globally, whether through our volunteering or fundraising activities.

Technology is the future, so are our youth, and through support and education we believe we can change the future. The TechnologyOne Foundation is committed to making a difference to underprivileged and at-risk youth in our communities, by empowering them to transform their lives and create their own pathways of success.

### *Your responsibilities*

- Support the Foundation whenever the opportunity presents itself - select a volunteer organisation or activity that's meaningful to you and get a group together or embark on this on your own
- Take up to 2.5 days Foundation leave per year to volunteer with registered charities

## The Power of One with our investors and the public

### Insider trading

Team members of TechnologyOne may buy and sell shares in TechnologyOne Limited, however being a company shareholder brings an additional responsibility to comply with the laws governing companies and team members who own shares. Insider trading not only violates this Code, it violates the law.

"Inside information" can mean anything that a team member of an organisation sees or hears about during the course of their employment that is not known to the general public and has potential to affect the share price.

If you are unsure of your responsibilities, you should seek independent advice or contact our Company Secretary.

### *Your responsibilities*

- Don't buy, sell or otherwise deal in TechnologyOne shares if you have inside information

- Don't sell or otherwise deal in any shares of any company if you have inside information
- Don't pass inside information to third parties. This is not only a breach of confidentiality but you may also be committing an offence.

### *The cost of non-compliance*

Insider trading results in serious penalties in most countries with participants facing either a heavy fine, a prison sentence or both. Please discuss any concerns or queries you have with our Company Secretary.

## Business and financial records

Ensuring accurate and complete business and financial records is everyone's responsibility, not just a role for our Finance team. TechnologyOne considers records created or received during the normal course of business a TechnologyOne asset. This includes documents, emails, spreadsheets, notebooks, photographs and videos.

It's important that we meet our regulatory compliance obligations for Legal, CIS, P&C, Facilities, R&D and Sales. Accurate recordkeeping and reporting reflects on TechnologyOne's reputation and credibility, and ensures that we meet our legal and regulatory obligations.

### *Your responsibilities*

- Know and comply with the laws and regulatory requirements that affect your job responsibilities
- Complete your timesheets and expense claims on time, as required
- Manage and retain all TechnologyOne records according to our Information Retention policy
- Never conceal, alter or destroy (even if past the retention time) any documents or records related to any imminent or ongoing investigation, lawsuit, audit or examination involving TechnologyOne
- Ensure that all reports to regulatory authorities are full, fair, accurate, timely and understandable
- Never falsify any document
- Speak up and promptly escalate any potential issues that may lead to a regulatory compliance breach
- Develop strong processes to anticipate risks, including new and changing regulations
- Monitor regulatory compliance on an ongoing basis and conduct periodic audits of key processes
- Participate constructively in internal and external audits; they're conducted to improve what we do
- Do not distort the true nature of any transaction

## Signing a contract

Each time you enter into a business transaction on TechnologyOne's behalf, there should be documentation recording that agreement, approved by Legal Services. There are delegations of authority and financial delegations when it comes to customer

contracts that must be adhered to at all times. Without these agreements TechnologyOne is open to financial, commercial, tax and legal risk.

#### *Your responsibilities*

You can only enter into an agreement on behalf of the company when

- You're authorised to do so in accordance with our approval processes
- You have reviewed the contract, understood its terms and decided that entering into the contract is in TechnologyOne's best interests
- You have obtained contract approval by Legal Services and required signatories

## Protecting the Power of One

### Protect our intellectual property

TechnologyOne recognises that its confidential, proprietary and trade secret information constitutes our competitive advantage in the marketplace. If we fail to protect and record this intellectual property (IP), we lose the advantage. We obtain patents to protect our ideas including technological advances, new products and services.

IP can be an invention, trademark, original design or the practical application or expression of a good idea that has commercial value. As your employer, TechnologyOne owns the IP rights to anything you create or develop during your employment and this means that any software, documentation or other pieces of information and business tools developed whilst in our employment is the property of TechnologyOne.

#### *Your responsibilities*

- Understand and apply the Intellectual Property clause of your employment agreement
- Don't share anything that's not in the public domain with people outside of TechnologyOne
- Respect the IP rights of others by not copying, using or sharing information that you have gained from outside sources, without appropriate acknowledgement and permissions

### Protect our reputation

As a publicly listed company, TechnologyOne has certain obligations in regard to the reporting of information and public comment. To safeguard the best interests of the company, our customers, shareholders and you as a team member, all external communication and public comment is only able to be made by an authorised company representative.

Additionally, we recognise you're likely to use social media in your private life and do not intend to discourage nor limit your personal expression or online activities. We have developed Social Media guidelines to help you use social media in a productive and

responsible manner. These guidelines are available on the intranet and include advice on using blogs, forums, social networks and wikis.

#### *Your responsibilities*

- Unless you are authorised by the Corporate Communications Manager to do so, do not make any public statements to the media, industry analysts, stockbroker/institutional analysts and shareholders or pass comments to the media regarding the company or our customers in any forum, even anonymously
- Forward any requests for media releases or interviews to our Corporate Communications Manager
- Check with your leader and our Corporate Communications Manager before accepting any public speaking engagement on behalf of TechnologyOne
- Do not represent your personal opinions or comments in a public forum whilst identifying yourself as a TechnologyOne team member. They may be interpreted as a comment or endorsement made by TechnologyOne
- Be a good ambassador for our brand. Don't make statements that could have a negative impact on our brand or reputation.
- Ensure your internal and external communications are professional, timely and when necessary approved
- Act professionally when representing TechnologyOne, particularly when wearing TechnologyOne branded apparel or attending an event on our behalf

### Protect data and privacy

TechnologyOne respects individual privacy rights and is committed to collecting, handling and protecting personal and business information responsibly, confidentially and in compliance with applicable privacy and information security laws and TechnologyOne's Privacy policy. This principle applies equally internally and for our customers.

#### *Your responsibilities*

- Obey privacy legislation in the regions in which we operate. If you're not sure, ask your team's Privacy Officer
- Operate only within TechnologyOne approved information systems
- Ensure no data or information (e.g. company, team member, customer, customer's customers information) is misused or inappropriately disclosed -
  - Only release any information obtained through your job or through your work-related contacts if you're authorised to do so, the law requires you to do so or the information is already in the public domain
  - Share information only via approved, secured channels and processes

- Do not share information with anyone unless they require the information to conduct their work. If in doubt, check with your leader or People & Culture before disclosing anything to anyone. Any information obtained through your job or through your work-related contacts must not be released unless:
  - You are authorised to do so
  - It is public information
  - The law requires you to do so
- Safeguard all confidential and sensitive business data such as plans or strategies, financial results, product designs and concepts, sales goals, terms and conditions, rates and any non-public information that might be of use to competitors
- Report any data breaches to [privacy@technologyonecorp.com](mailto:privacy@technologyonecorp.com) within 24 hours and assist with any subsequent investigations, as set out in our GDPR Information Sheet
- Be vigilant and careful about social engineering or phishing attempts
- If you have responsibility for software, IT or product development, follow TechnologyOne guidelines for secure software development and the TechnologyOne Cloud

While TechnologyOne respects team members' privacy, the company reserves the right to inspect facilities and property, computers, telephone records, lockers, email messages, files, business documents and workplaces to the degree permitted by law. Team members should not expect personal privacy when using company-provided services or equipment.

### Protect our assets

TechnologyOne provides you with a wide range of tools, technology, resources and information that make it possible for you to do your job effectively. All these assets belong to TechnologyOne and we trust that you will use them wisely and in a financially responsible manner.

#### Your responsibilities

- Non-work related usage of devices and technology is acceptable only where the usage is occasional, reasonable and doesn't interfere with TechnologyOne business requirements.
- Use the devices and technology wisely -
  - Don't visit inappropriate websites or download inappropriate content/files
  - Only access systems and use the data for its intended business purpose, as authorised
  - Don't use them for unethical or unlawful purposes or to store or transmit illicit materials or proprietary information belonging to another company
  - Don't use them to harass or bully others
- Since all of these tools and technology belong to TechnologyOne, you should not have any expectation of privacy in their use. TechnologyOne may monitor anything created,

stored, sent, or received on company technology, to the extent allowed by law.

- When spending money on work-related activities, remember that you're spending TechnologyOne's money. Ensure the cost is reasonable, directly related to company business, and supported by appropriate documentation.
- When engaging suppliers and agents, strive for the best possible deal for TechnologyOne and consider quality, service, ethical compliance, and terms and conditions
- When organising TechnologyOne events, observe the guidelines to uphold health and safety compliance and TechnologyOne's reputation
- When wearing TechnologyOne branded clothing, observe our Dress and Presentation Policy

### Protect our security

TechnologyOne provides clean, safe, healthy and state-of-the-art working environments. Stay safe at work and help us to maintain our working environments by being familiar with your surroundings, maintain situational awareness and follow our guidelines for health and safety.

We're committed to working within the requirements of immigration law in the countries in which we operate and only employ people who have a legal right to work there. All team members must provide us with specific identity documents and evidence of your right to work. It's a team member's responsibility to keep us informed of any changes to your right to work while you're employed with us.

#### Your responsibilities

- Observe our health, safety and wellbeing practices and report accidents, injuries and unsafe conditions, procedures or behaviours.
- Always secure your laptop, important equipment and your personal belongings
- Lock your screen when you leave your device
- Do not introduce violence, threatening behaviour or illegal drugs to our workplace and immediately report any suspicious behaviour
- Immediately report any suspicious network activity, phone calls or emails to [itservicedesk@technologyonecorp.com](mailto:itservicedesk@technologyonecorp.com)
- Watch out for people who "tailgate" or "surf" behind you through our doors
- Immediately report any suspicious activity or unescorted visitors to your leader and reception
- Book all travel through T1Travel and comply with all travel and immigration guidelines
- Before travelling overseas for work, contact International SOS and follow the guidelines
- Ensure background screening and right to work checks are conducted for all team members, contractors and temps

- Participate in and support our disaster management and business continuity drills and activities

## Further guidance and contact information

Our success is based on our unwavering focus on the customer, our commitment to the highest possible standards of ethical business conduct, our values and our culture. The Code incorporates all these and the laws and regulations in the regions in which we operate. The Code is universal. It applies to you at work, wherever you work for TechnologyOne.

More information is available at:

- TechnologyOne Way
- Compelling Customer Experience
- The Leadership Model
- Forms and policies

If you need more information or have any questions or concerns, you may seek advice from your leader or the following teams:

- People & Culture
- Legal
- Risk & Compliance

The Code represents the minimum standard at TechnologyOne. We encourage you to go above and beyond what is required of us to be an outstanding example of how good business is done.

[Act if you see an issue | speak up if you're not sure](#)