



CODE OF CONDUCT

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CONTENTS

1	PURPOSE	2
2	INTRODUCTION	2
3	SCOPE	3
4	ABOUT THE CODE	3
5	COMPLYING WITH THE CODE	3
6	HEALTH, SAFETY AND WELLBEING	4
7	SOCIAL PERFORMANCE	6
8	ENVIRONMENT	8
9	ETHICS AND INTEGRITY	9
10	INVESTOR RELATIONS	13
11	GOVERNANCE	14

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- a) using the documents or data in electronic form without requesting and checking them for accuracy against the original hard copy version; and
- b) using the documents or data for any purpose not agreed to in writing by i24s.

1 PURPOSE

i24s Group Pty Ltd (“i24s”) (“the Group”) (ABN 74 650 861 402), is a 100 per cent owned and operated Aboriginal business. The Group is a leading provider of talent pipeline/workforce solutions, industrial equipment hire and goods, and outreach and advocacy services, for the Mining, Resources, Energy, Infrastructure and Property sectors.

The Group is committed to upholding the highest standards of conduct, ethics and integrity in all aspects of our business practices and relationships.

The Group’s **Code of Conduct** (“Code”) outlines what is expected of the i24s team, which includes our employees, sub-contractors and other parties undertaking work for the Group. It is critical that we remain accountable and make use of all reporting and grievance mechanisms, to help sustain our culture and prosperity.

2 INTRODUCTION

i24s is a values-driven Group with a distinctive culture. We are confident that we can accomplish our business strategy and commercial objectives by drawing on our distinctive culture which our employees proudly live, every day.

Our core values are at the heart of everything we do. Our culture is also inclusive, strong and respectful, which helps to make i24s a ‘great place to work’ and where everyone has a voice.

Our core values are set out below.

- Integrity – We will be honest and take responsibility for our actions.
- Trust – We will become a trusted advisor.
- Quality – We shall meet and exceed the expectations of all our stakeholders at all times.
- Health and Safety – We will conduct all activities safely or not at all.
- Environment – We will respect the environment in everything we do.
- Training – Our staff will be competent to complete the tasks.

i24s’ core values guide our decision making, how we behave and how we represent our great Group externally. Our core values are critical and must be embraced wholeheartedly. They also serve as the basis of this Code.

The forementioned parties shall also comply with laws, regulations and associated requirements applicable to its business and throughout the supply chain, as well as with this Code.

Employees, sub-contractors and other parties undertaking work for the Group must not act in a way that could cause i24s to violate laws or regulations or expose the Group to penalties. Any violations of a laws, regulations or non-compliance with this Code may lead to stringent measures, including termination of your employment/engagement with i24s.

In the event of discrepancies between this Code and applicable law, the strictest standard shall apply.

3 SCOPE

This Code applies to employees, sub-contractors and other parties undertaking work for the Group. When the following terms are referenced herein, “we”, “our” or “us”, we are referring to everyone at i24s. The scope of this Code applies to all workplaces which are under the Group’s control.

4 ABOUT THE CODE

i24s’ Code is one of the ways the Group applies its core values and guides you in upholding the highest ethical practices. The Code outlines how the Group expects you to conduct yourself at all times where that conduct could affect i24s and its operations. Integrity is fundamental to i24s – it means doing business in an ethically-sound manner. By always acting with integrity, we ensure we are upholding i24s’ core values, protect our reputation and continue to deliver value to all stakeholders.

This Code lets you know how you should conduct yourself when representing i24s and addresses your responsibilities to i24s, each other, its customers, suppliers, business partners and government.

The Code applies to all activities and operations undertaken by i24s and its entities (within the Group).

5 COMPLYING WITH THE CODE

Compliance with the Code is a term and condition of working for or with i24s.

This means you must:

- understand and behave in line with the Code;
- speak up about the behaviour of others which goes against the Code or i24s policies; and
- cooperate as directed by i24s with any investigation, inquiry, examination or litigation related to its operations.

This Code does not stand alone. It incorporates key elements of i24s’ extensive framework of policies and standards, which help to maintain robust governance.

The Code cannot provide advice relating to unique situations or describe every law, policy or standard with which you need to comply. It is important to use your own common sense and understand where to go for further support and information.

You must follow the law, act with integrity and honesty in all matters, and be accountable for your actions.

You must be familiar with and comply with not only the Code, but all supporting i24s policies and standards relevant to your particular area of work.

You must also comply with all applicable laws, standards or policies, however, where the Code sets a higher standard – then you must follow the Code.

At i24s, the Co-Founders/Executive Directors lead with integrity and help to guide others, answer their questions, etc.

If an ethical issue or a suspected violation is brought to your attention, you must report it through the proper channels and ensure the reporting person is protected from any form of retaliation.

Violations and Reporting

If you are experiencing or witnessing behaviour which you don't think aligns with the Code, have the courage to speak up.

There are a number of ways you can ask questions, raise concerns or report unethical or illegal business conduct, including behaviour which goes against i24s' core values, this Code or related policies and standards. Any concerns you report will be kept confidential.

As an employee, you can talk to your supervisor or speak with a Co-Founder/Executive Director.

Protection from Retaliation

All parties included in the scope of this Code will enjoy support from the Co-Founders/Executive Directors to protect his/her/their identity and ensure there is no retaliation against them, or they are not disadvantaged in any way for making a disclosure in good faith.

Whistleblowing

If you do not want to raise your concerns via the internal channels, please review the i24s Whistleblowing Policy and/or contact a Co-Founder/Executive Director. All discussions are considered secure and confidential. Similarly, we encourage external parties to also raise genuine concerns if a potential breach has been conducted.

The Group's approach to whistleblowing matters includes:

- confidential reporting and the choice to remain anonymous;
- 24-hour access, seven days a week; and
- ability to follow up on your concern, even if you choose to remain anonymous.

6 HEALTH, SAFETY AND WELLBEING

Safety is at the centre of i24s operations and one of our core values, because it is our number priority. The Group's strong focus on safety empowers everyone to take whatever action is required to ensure safe operations, such as pausing and taking time to assess a task to ensure it is safe before proceeding. You must take care of your own health and safety at work as well as the health and safety of your team members and other people you encounter in the course of your work.

To ensure the health and safety of yourself and others, you must:

- be aware of the health and safety requirements of your role;
- comply with all health and safety policies, rules, procedures and instructions;
- comply with all applicable health and safety laws as well as government-issued directives, guidance and requirements;
- immediately take action if you become aware of a hazard. Fix the hazard if safe to do so, or report the hazard to your supervisor;
- immediately report any workplace incidents, including injuries to yourself or others;
- proactively participate in health and safety activities and consultation processes in the workplace;
- be aware of the requirements of your role and not undertake duties which you are not qualified or authorised to perform;

- be responsible for your own health and safety at work and exercise your duty of care obligations to others by ensuring their actions do not put the health and safety of themselves or others at risk; and
- satisfy your specific health, safety and wellbeing obligations to i24s including:
 - complying with i24s's instructions and directives about health and safety in the workplace;
 - using personal protective clothing and equipment (PPE) as instructed;
 - taking good care of equipment provided by i24s; and
 - cooperating with others in relation to health and safety instructions.

Fitness for Work

i24s employees are responsible for looking after their mates and themselves, and for making sure they don't put the health and safety of others at risk.

It is important to come to work free of illness, fatigue, alcohol and/or performance impairing drugs, and any other cause of impairment which could affect your ability to work safely or cause harm to others.

You also have a duty to ensure your personal behaviour within the workplace and elsewhere does not adversely affect:

- your work;
- your safety or the safety of your co-workers;
- your reputation or the reputation of your team/peers; and
- i24s in any way.

This duty extends to any situation where your conduct could be connected to your work with i24s, including on social media.

Employees should review the Fitness for Work Policy.

Drugs and Alcohol

i24s has a zero-tolerance to alcohol and other drugs and is committed to reducing the risk of alcohol and other drug related incidents. We do this to ensure workers are fit for work and are able to work safely.

While working at any i24s location you must:

- have a 0.00 per cent Blood Alcohol Concentration (BAC);
- have a drug test result below the cut off levels specified by the relevant Australian Standard AS/NZS 4308:2008 or as determined by i24s or another advisor;
- not be in possession of drug paraphernalia;
- participate in the Group's Fitness for Work monitoring programs as directed; and
- all prescription and any over the counter medications which may interfere with your ability to perform your duties must be reported and managed in accordance with the i24s Drug and Alcohol Policy.

If you believe you are, or may be, impaired for any reason, and therefore may not be fit for work, you must cease working and promptly notify your Supervisor so that appropriate action can be undertaken to manage the associated risks.

Equal Opportunity and Discrimination

i24s core values of integrity and trust, see the Group ensures all of our people are treated with dignity, courtesy and respect at all times, irrespective of age, gender, race, sexual orientation, political or religious belief, culture, marital status, family commitments, physical or mental ability.

Unlawful discrimination must not influence any business decision, including those regarding:

- talent acquisition;
- procurement;
- promotion;
- training and development;
- work task allocation;
- remuneration and benefits;
- performance management;
- disciplinary action; and/or
- termination.

i24s will not tolerate any form of unlawful discrimination, harassment or bullying. This includes at work related functions, through the use of work-related resources and technology, in work-related accommodation, online or via social media platforms or during work-related travel.

Appropriate disciplinary action, up to, and including, dismissal, will be taken by i24s where any complaint of unlawful discrimination, harassment or bullying is substantiated.

All employees should be familiar with the Group's policy and procedures on managing discrimination, harassment and bullying.

7 SOCIAL PERFORMANCE

i24s is committed to empowering communities by providing opportunities that create prosperity and deliver positive economic, social and environmental benefits, within the communities in which we work. The Group fulfills this by:

- creating economic opportunities for Aboriginal people through education, training, employment and business development.
- actively encouraging feedback, consultation and engagement with communities to inform decision-making processes.
- engaging with local businesses, employing local people and building a residential workforce.
- investment in projects which deliver the greatest benefits to the community.

i24s encourages you to be alert to such opportunities and to raise them for consideration by the business.

Commitment to Indigenous Peoples

i24s is a 100 per cent Aboriginal-owned business. The Group is committed to providing opportunities to Indigenous people and has dedicated programs which address barriers to employment and provide training, education, employment and business opportunities.

The Group also requires its sub-contractors, suppliers and business partners to support these efforts to end Indigenous disparity through the provision of skills, employment and business opportunities.

Community Engagement

i24s fosters a culture of meaningful engagement with the communities in which it works, based on open, transparent, continuous and inclusive communication.

Our Co-Founders/Executive Directors have extensive experience and specialised skills in community engagement, including with Traditional Owners and Indigenous communities, who should be consulted before any engagement is undertaken and where relevant, should be directly involved.

Native Title and Heritage

i24s recognises the interests of native title holders and the proximity of the Group's operations to places of high cultural significance. The Group respects the rights and interests of native title holders and Traditional Custodians including rights to protect and promote Indigenous history and culture.

Employees, sub-contractors and other parties undertaking work for the Group are required to participate in cultural heritage training in relation to local traditions and culture. You are required to ensure you:

- do not improperly or unlawfully enter onto or otherwise damage or interfere with any Indigenous cultural heritage; and/or
- do not behave in a manner which is disrespectful to culture or tradition or offensive to communities with which you interact.

Honesty and Integrity

Honesty, integrity and respect for others are essential to i24s's operations and how we do business. You should ensure you act with honesty, integrity and respect at all times.

This means you should always:

whether at home or at work, follow the applicable laws, particularly those relating to matters covered by this Code, including equal opportunity and anti-discrimination laws;

- act with courtesy;
- act with fairness and respect;
- encourage cooperation;
- foster a collaborative and respectful environment where rational debate is encouraged, with a view to achieving shared goals;
- conduct yourself in accordance with the Code when using social media, particularly where your social media use could affect i24s;
- understand relevant rules and regulations which may be contained within i24s policies, standards and manuals; and
- understand and respond positively to the needs of i24s' broader stakeholder group, including the community.

Prevention of Violence

i24s has a zero-tolerance approach to violence in all its forms, and encourages all team members to take appropriate action when an issue of violence occurs or is suspected, including in the home, workplace or community.

i24s defines violence as abuse and intimidation between people. The perpetrator may use violence to control and dominate the other person causing fear, physical harm and/or psychological harm. Violence can include:

- emotional abuse;
- physical assault;
- sexual assault;
- verbal abuse;
- financial abuse;
- psychological abuse;
- isolating a person from their friends and family; and/or
- stopping a person from practicing their religion.

Violence can affect anyone – including those who identify as men, women, and non-binary, as well as children and communities. By fostering a safe and respectful workplace culture that champions core values, i24s can ensure it positively contributes to social change in our community.

8 ENVIRONMENT

i24s is committed to preserving natural resources and safeguarding the environment and our waterways, and we proudly apply a precautionary approach to environmental management.

Compliance with all relevant environmental laws and obligations is the absolute minimum standard to which i24s complies and it respects legally designated protected areas and conservation listed species.

i24s invests in initiatives which allow it to operate sustainably and implements the mitigation hierarchy of avoid; minimise; rehabilitate; and; offset, throughout all our operations.

We collaborate with environmental specialists when needed, who are adequately trained in protecting biodiversity, Indigenous flora and fauna, marine flora and fauna, and take pride in serving as environmental stewards.

Climate Change

i24s is committed to contributing to global efforts to combat climate change.

The Group manages operations from the perspective of trying to reduce emissions wherever possible, and are in the process of establishing an emissions reduction target with supporting mitigation strategies.

i24s expects all stakeholders to be undertaking actions to evaluate the risks and opportunities of climate change to their business and work towards reducing greenhouse gas emissions in line with these targets.

Human Rights

i24s is committed to respecting and supporting the human rights of all people including our employees, the communities in which we operate, those within our supply chains and those who may be impacted by our activities.

We conduct business in a manner consistent with the International Bill on Human Rights, the United Nations' Guiding Principles on Business and Human Rights and the principles concerning fundamental rights set out in the International Labour Organisation's (ILO) Declaration on the Fundamental Principles and Rights at Work.

Protecting Human Rights

We respect and acknowledge the UN Declaration on the Rights of Indigenous Peoples and the

human rights principles it embodies including the principle of Free, Prior and Informed Consent (FPIC). In alignment with the principles of the International Council on Mining and Metals (ICMM), we work to obtain the consent of Traditional Indigenous Landowners for projects located on Country, with consent processes focusing on reaching agreement on the basis for which a project should proceed as well as ensuring access to appropriate grievance and dispute resolution processes.

We recognise and respect legitimate tenure rights and the right to water and sanitation. We reject the use of all forms of slavery, child or forced labour within our operations and the operations of our suppliers and actively work to ensure we are not complicit in human rights abuses committed by others.

We have a zero tolerance of threats, intimidation and attacks against human rights defenders.

Our human rights principles are embedded within multiple policy and procedural documents including those related to employee health and safety, employment conditions, diversity, equality, security, environmental management and stakeholder engagement.

Please refer to the following associated policies:

- Aboriginal and Torres Strait Islander Engagement Strategy;
- Human Rights Statement;
- Modern Slavery Statement;
- Diversity, Inclusion and Equality Policy;
- Anti-Discrimination Policy; and
- Equal Employment Opportunity Policy.

Development of Traditional Lands

i24s recognises the significant role it has to ensure the rights of Indigenous people within the areas it operates are protected, and acknowledges the UN Declaration on the Rights of Indigenous Peoples and the human rights principles it embodies, including the principle of Free, Prior and Informed Consent (FPIC). Consistent with FPIC, i24s's engagement processes seek to secure the consent of Traditional Custodians for exploration and development on their traditional lands.

9 ETHICS AND INTEGRITY

Anti-Bribery and Corruption

Bribery and corruption undermine legitimate business activities, distort competition and expose i24s and its employees to significant risks. i24s's commitment to conduct business with integrity means it complies with the laws of every country in which it operates.

Employees must never:

- offer, pay, solicit or accept bribes in any form – payment under duress is the only exception whereby those faced with imminent danger may make a payment which would otherwise be forbidden;
- offer or accept gifts, entertainment, sponsored travel or any other items of value (including sponsorships;
- donations, community development projects/investments, per diems, employment, etc.) that may be construed or used by others to allege favouritism, discrimination, collusion or similarly unacceptable practices; and/or

- engage in any form of corrupt business practice, whether for the benefit of i24s, yourself or another party.

Gifts and Benefits

i24s prohibits the giving and receiving of gifts, entertainment and sponsored travel in connection with its operations that go beyond common courtesies associated with general commercial practice.

This is to ensure the offer or acceptance of a gift or benefit does not create an obligation or cannot be construed by others to allege favouritism, discrimination, collusion or similar unacceptable practices by i24s.

Benefits offered or accepted by i24s must be transparent, proportionate, reasonable, bona fide, legal, infrequent and obligation-free.

i24s prohibits the offer or acceptance of sponsored travel to/from a Government Official (unless such payment has been approved by a Co-Founder/Executive Director. The Co-Founders/Executive Directors may grant exceptions to the general prohibition provided:

- the payment is for reasonable and bona fide expenditure, properly incurred in relation to travel or travel-related activity; and
- the travel is directly related to the promotion, demonstration or explanation of i24s' business, products or services, or directly related to the performance of a contract with a government or State-owned entity.

The prohibition does not apply to travel undertaken by a Government Official to a remote i24s site in connection with their role of function.

Benefits offered/accepted by i24s are subject to reporting and pre-approval requirements as outlined in the Group's Gifts and Benefits Policy.

The Group's Gifts and Benefits Register can be accessed via SharePoint.

If you are unsure about the reporting or pre-approval requirements of a benefit, seek advice from one of the Co-Founders/Executive Directors.

This is the Group's minimum standard in relation to the offer and acceptance of gifts or benefits. However, i24s also reserves the right in certain circumstances to apply a higher standard (i.e. in jurisdictions with endemic bribery and corruption), including where necessary a complete prohibition on offering or accepting gifts or benefits.

i24s employees may attend political functions where approval by the Co-Founders/Executive Directors is sought.

Declaration of Interests

i24s recognises and respects its employees' rights to take part in financial, business and other activities in their own time subject to the terms of their contracts of employment. Any such activities should be free from conflict with the employee's responsibilities to i24s and should not impact the employee's impartial and dedicated performance of their duties.

All actual, potential and perceived conflicts of interest should be disclosed and managed in accordance with the Group's Conflict of Interest and Insider Trading Policy.

In addition to the disclosure of any actual, potential or perceived conflicts of interest, employees are required to disclose 'other disclosable interests'. 'Other disclosable interests' are include and are not limited to:

- an employee is a politically exposed person;

- an employee holds secondary employment, or otherwise receives payment for the performance of services, outside of i24s;
- an employee owns 50 per cent or more of a registered Group;
- an employee is a Director, Officer, Secretary or Non-Executive Director of a board of a registered Group, council or not-for-profit; and
- Employees must not use their position within i24s to obtain a benefit for themselves or third parties, such as relatives, friends or business associates.

Privacy

i24s' Privacy Policy details permissible means of collecting, using and managing the security of personal information processed by the Group. In compliance with the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act) and the General Data Protection Regulation (GDPR), i24s has the right to process personal information, where a legal basis for such processing exists, such as where:

- consent has been provided;
- processing is necessary for compliance with a legal obligation to which i24s is subject;
- processing is necessary for the purposes of carrying out employment obligations; and
- processing relates to personal data which are made public by the data subject.

If you have access to personal information in carrying out your duties, you are expected to ensure you are aware of i24s' Privacy Policy and the Group's Personal Identifiable Information and Data Management Policy.

Information Systems

You are permitted to use i24s' information systems for occasional personal use. Such use must not interfere with the performance of your duties and must comply with the conditions of use for the Group's computer systems.

You are subject to the respective policies and procedures surrounding information and data management, and are expected to be aware of their contents. This Code includes the following responsibilities:

- do not disclose passwords to any other person, or use a password which is not yours;
- do not access information systems to which you have not been authorised;
- do not access information systems to access, store, display or transmit material which is illegal, offensive, sexually explicit, defamatory, discriminatory, abusive, harassing or violent;
- do not access information systems to engage in activities for the purposes of private profit;
- do not use information systems to delete or attempt to destroy electronic records which are, or are reasonably likely to be, required in evidence in a legal proceeding or regulatory investigation;
- do not disclose any information that appears to be of a sensitive nature to anyone, unless authorised;
- do not download, store, copy or distribute copyright materials, including commercial music or videos;
- do not distribute unsolicited commercial emails (i.e. spam);
- ensure confidential information is appropriately labelled and described when stored (either hard copy or electronic copy);

- ensure, if necessary, you encrypt data when transmitting confidential information over the internet. Only approved encryption methods should be used; and
- ensure you always use a i24s approved desktop, laptop or mobile device when connecting to the i24s network and while handling i24s information.

Refer to the Group's Quality Management Policy and respective associated policies regarding information and/or data management.

Cyber Resilience

At i24s, we embrace innovation and technology as key drivers of our performance and future success. Protecting our technology and data is everyone's responsibility.

Cyber resilience has been identified as a material operational risk to our business and we work to ensure our operations are protected from potential threats. Our commitment is supported by a comprehensive Cyber Resilience Policy, which ensures that:

- appropriate controls are in place to protect our operations from potential threats;
- a strong culture based on shared responsibility for cyber security is fostered;
- cyber security risk is effectively managed to an acceptable level; and
- cyber resilience and our ability to detect, respond to and recover from cyber incidents are continually improved.

The Group has a zero-tolerance approach to fraud and theft. You are expected to comply with the following:

- i24s assets or other resources may not be used for personal benefit - you are responsible for safeguarding i24s assets and resources under your control;
- report instances or suspicions of fraud and theft immediately after you become aware, regardless of whether the instance relates to an employee, sub-contractor or other parties undertaking work for the Group; and
- funds must be used wisely and frugally, specifically, you should consider whether expenditure you are required to authorise is appropriate in the circumstances. All expenditures must be correctly allocated and reported on a timely basis.

Fraud

Fraud is dishonest activity causing actual or potential monetary loss to any person or business. The following actions are prohibited and regarded as fraud:

- theft of money or other property;
- deliberate use of false documents or covering up or destroying documents, for, or intended for, business use;
- improper use of information or position for personal financial benefit; and
- misuse of i24s' assets, including its intellectual property.

Theft

You must take appropriate precautionary action to prevent theft, damage or misuse of i24s resources. The following actions are prohibited and regarded as theft:

- unauthorised removal of i24s equipment, supplies, or other resources;
- selling, lending or donating i24s resources without appropriate approval;
- intentionally damaging, destroying or disposing of i24s property (excluding items of nominal value which can no longer be used) without appropriate approval;

- submission of a fraudulent expense reimbursement claim and use of corporate credit cards for personal use.

This is regarded as serious misconduct for which disciplinary action will be taken.

Records Management

An accurate and auditable record of all financial transactions relating to i24s must be maintained in accordance with generally accepted accounting principles.

No entry should be made in i24s' records which distorts or disguises the true nature of any transaction. Non-financial records (for example personnel files, environmental documentation, safety records and statistics must also be accurately and rigorously maintained).

10 INVESTOR RELATIONS

The Group expects you to conduct yourself according to the highest ethical standards in your dealings with government. Government relations includes all contact during business with governments, their agencies and representatives in national and local jurisdictions around the world.

In your interactions with government, you should:

- cooperate with every legitimate government request for information or in regulatory investigations while asserting i24s's basic legal rights, such as representation;
- take appropriate steps to protect confidentiality when submitting information to any authority;
- not hire a government employee to perform services except under written contract with the government specifying the legitimate nature of the services to be provided – in some countries hiring a government employee is illegal; and
- not provide gifts to, or entertain, government employees.

Public Policy

As a growing and successful Group, i24s does not participate in non-bipartisan dialogue unless otherwise authorised by the Co-Founders/Executive Directors. This approach protect i24s in relation to our responsibility to our financiers, clients, employees, sub-contractors, other parties that undertake work for the Group and potential investors.

Investor Relations and External Communications

i24s aims to manage its media liaison effectively, including providing media outlets with ways to constructively engage with the Group, effectively showcasing the Group's achievements and ensuring i24s speaks with a consistent, authoritative voice on all matters related to its operations, results and values.

Refer to the i24s External Communications Policy for further details.

Representing i24s

i24s manages all external communications made on the Group's behalf and by its employees. It does so to protect the interests of financiers, clients, suppliers and employees, by ensuring the brand Group's brand and reputation are consistently protected and enhanced in line with its our Strategic Plan and core values. This includes and is not limited to:

- external speaking engagements, conference and seminar presentations;
- submission of awards to industry and professional bodies;

- approval of third-party communications referencing I24s; and
- all other publications for external distribution.

11 GOVERNANCE

The governance of this Code is overseen by the Group's Officer, Angela Kickett. For further information about this Code, please contact i24s on +61 8 9209 2090 or admin@i24s.com.au

Angela Kickett

Angela Kickett

Co-Founder/Executive Director

