

Skilligence [ABN 12 600 600 164]

CODE OF CONDUCT



MESSAGE FROM OUR CEO

At the EdTech Group our employees are our most valued asset. Our company values underpin our culture and the expectation of the way we expect our people to behave and the decisions that they make.

What we do and how we do it matters – to the Company; our Board; our people; customers and all stakeholders in general.

Knowing, understanding and managing your individual responsibilities is expected of each one of our people.

This Code is to be read and acknowledged by all employees – honesty, integrity, fairness and passion is what guides us and will lead us to be a successful, reputable and sustainable operation.

Adam Jacobs

EdTech Group CEO





OVERVIEW

Skilligence Pty Ltd and its subsidiaries ("the Company") require all of our employees to conduct themselves according to the highest standards of ethics, integrity, and behaviour when dealing with each other, our customers, and all stakeholders. This includes, but is not necessarily limited to, full compliance with all legal obligations imposed by statute or any other source of law.

This Code establishes the standards of behaviour that must be met by all employees. 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. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police may be notified.

OPERATION

The purpose of this policy is to make it clear what the Company expects from employees, and employees are required to be familiar with and comply with the terms of this policy at all times. Failure to do so may result in disciplinary action, including potentially termination of employment.

In so far as this policy imposes any obligations on the Company, those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees, they are discretionary in nature and are also not intended to be contractual. They set the terms and conditions of employment that are intended to be contractual out in an employee's written employment contract.

The Company may unilaterally introduce, vary, remove, or replace this policy at any time.

OUR VALUES

- We're innovative, passionate, technology-driven and think to the future
- We create products and deliver services that we're proud of
- We believe in our people, we're one team
- We do what it takes to create lifetime customers



PERSONAL AND PROFESSIONAL CONDUCT

The standards expected of employees include:

- Compliance with all Company and workplace policies, procedures, rules, regulations and contracts and relevant laws
- protecting the Company's assets, including intellectual property, business material, information which is not generally available or known to the public.
- To be honest and fair in dealings with customers, co-workers, Company management and the general public, and to treat them with care, courtesy, fairness, dignity and respect;
- To be faithful and diligent, and actively pursue the Company's best interests at all times this includes taking all reasonable steps to avoid or manage potential or actual conflicts of interests
- Taking responsibility for your health and safety and that of your
- Refraining from any discriminatory, bullying or harassing behaviour toward customers, co-workers, and the general public;
- To not make any statements about the Company on social media, or any other public platform, that may harm the Company's reputation (and make statements without the approval of the Chief Executive Officer);
- To not, in connection with the employee's employment, accept any financial or other benefit (i.e. gift) from any entity other than the Company – unless acceptance of such benefit is in accordance with the Company's other workplace policies or is otherwise disclosed to the Company and expressly permitted by the Company;
- To not engage in any employment or provide any services to any person or entity other than the Company, except with the Company's prior written consent; To not engage in conduct, whether during or after work hours, that in the opinion of the Company causes damage or potential damage to the Company's property or reputation;
- To not use, or come to work while affected by use of prohibited drugs or alcohol;
- To not discriminate on the basis of personal characteristics including (but not limited to) sex, race, disability, pregnancy, age, marital status or sexual orientation;
- To not use Company internet to access and/or download sexually explicit material or other offensive material or send sexually explicit or suggestive



material integrity and good reputation of the Company, dealing in good faith with our customers and all stakeholders; keeping personal information secure and protecting the privacy of our customers and employees, which includes understanding all personal information should be handled with care and treated as confidential

VOICING A CONCERN

We encourage employees with a concern about misconduct or wrongdoing to raise this concern. This can be addressed by speaking to your manager or another trusted manager or to the Chief Operations Officer who will ensure that the information is treated in a confidential and professional way.

Reporting any conduct of other workplace participants which is in breach of any of the above, or potentially in breach of any of the above, without delay.

OTHER POLICIES

Employees are encouraged to read this policy in conjunction with other relevant Company policies, including:

- Anti-Bribery & Corruption Policy;
- Diversity Equity, Inclusion and Belonging Policy
- Equal Employment Opportunity and Anti-Discrimination Policy;
- Social Media Policy;
- Telephone, Mobile & Internet Usage Policy;
- Workplace Anti-Bullying & Anti-Harassment Policy.

REVISION & PUBLICATION

This Code of Conduct is to be reviewed and approved by the Board of Directors annually and must be provided to and acknowledged and accepted by each employee annually. A copy of the Code of Conduct will be available on both the Company's website and intranet.

DOCUMENT CONTROL

Document ID	Document Title	Code of Conduct



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