

AGREEMENT – CODE OF CONDUCT

I agree to abide by the Code of Conduct for Anolu Group Pty Ltd whilst working for Anolu Group Pty Ltd

Value	I will demonstrate this by the following behaviours:
<p>Professionalism</p> <p>High level of professional and ethical behaviour</p>	<ul style="list-style-type: none"> • A commitment to assisting clients with compassion and respect. • Acknowledging that I am responsible for behaving in accordance with Liberty [SEP]Healthcare Service Pty Ltd Core Values and the Code of Conduct. • Acting in a way that enhances the reputation of Liberty Healthcare Service Pty [SEP]Ltd. • Keeping up-to-date with advances and changes in my work area and [SEP]participating in relevant training, information sessions and meetings. • Only making comments in public including social media (e.g Twitter, Facebook, YouTube) and in the media on behalf of Anolu Group Pty Ltd when [SEP]authorised by the Director. • Ensuring any public comments made as a private citizen are identified as [SEP]personal opinion and not necessarily the opinion of Liberty Healthcare Service [SEP]Pty Ltd. • Conducting myself honestly, reliably, being punctual and acting without [SEP]favouritism at all times. • Implementing the policies and decisions of Anolu Group Pty Ltd [SEP]impartially. • Acknowledging that I will not misuse or manipulate my position with the Liberty [SEP]Healthcare Service Pty Ltd to gain any personal benefit. • Dressing in an appropriate professional manner when conducting Liberty [SEP]Healthcare Service Pty Ltd activities. • Accepting supervision, guidance and requesting support from others when [SEP]needed.
<p>Transparency</p> <p>Openness, communication and accountability</p>	<ul style="list-style-type: none"> • Making decisions which take all the relevant facts into account, in a fair and impartial manner. • Maintaining adequate documentation to support any decisions made as part of my work responsibilities as well as for any clients I may assist. • Refraining from offering gifts to clients especially children or vulnerable individuals. • Accepting personal gifts or other benefit only when I consider them of token value (typically say less than \$25 in value), offered in the spirit of goodwill where nothing is expected in return. • Declaring any personal gifts worth in excess of \$25.

	<ul style="list-style-type: none"> • Ensuring that any employment outside Anolu Group Pty Ltd does not give rise to any conflict or perceived potential conflict of interest. • Recognising good performance and addressing performance concerns quickly, fairly and openly for any people I may manage or supervise. • Raising any workplace related issue or grievance in accordance with Liberty Healthcare Service Pty Ltd policy.
<p>Accountability</p> <p>Responsible, answerable and liable for actions, behaviours and use of Anolu Group Pty Ltd resources</p>	<ul style="list-style-type: none"> • Refraining from fraudulent or criminal behaviour, bribery or the inappropriate or unauthorised use of any Anolu Group Pty Ltd resources (e.g. internet, email, technology, financial and misuse of any donations, grants and external funding received). • Avoiding real or perceived conflicts of interest at all times. • Accurately recording, reporting and maintaining Liberty Healthcare Service Pty Ltd information. • Taking responsibility for my work and my performance for Liberty Healthcare Service Pty Ltd.

Approved by the Director of Anolu Group Pty Ltd on 12 March 2026

Anolu Group Pty Ltd – Code of Conduct Agreement

Value	I will demonstrate this by the following behaviours:
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- Respecting and protecting the physical and intellectual property of Anolu Group Pty Ltd

<p>Collaboration</p> <p>Working together to achieve common goals and a harmonious work environment</p>	<ul style="list-style-type: none"> • Working collaboratively with others and to the best of my ability to achieve Liberty Healthcare Service Pty Ltd's aims and objectives. • Actively supporting, encouraging and promoting diversity in our people and those who use our services. • Supporting Anolu Group Pty Ltd in creating a culture where there is genuine care for the individual's welfare and where safety in the workplace is respected as a worthy and core belief in its own right. • Ensuring relationships between staff members and clients (including interactions on social media) maintain appropriate boundaries and avoid behaviours that will adversely affect the area and team in which I work. • Informing Anolu Group Pty Ltd of any changes in my personal circumstances which may impact on my work, performance or attendance.
<p>Respect</p> <p>Respecting differences and diversity</p>	<ul style="list-style-type: none"> • Respecting individual differences, diversity, privacy and personal space. • Abstain from all forms of disrespectful or unlawful behaviour such as discrimination of any kind, harassment, bullying and victimisation. • Valuing and acknowledging the opinions and contributions of others.

	<ul style="list-style-type: none"> • Not exploiting Anolu Group Pty Ltd clients including children and ⁽¹⁾_{SEP} other vulnerable people in any way and promptly acting and reporting on any reasonable suspicion that exploitation is occurring.
<p>Confidentiality</p> <p>Treating and information strict confidentiality</p> <p>sensitive personal with</p>	<ul style="list-style-type: none"> • Protecting and respecting the privacy and confidentiality of Anolu Group Pty Ltd its people, clients, donors, partners and other supporters. • Treating all clients and their personal information with dignity and respect. • Never making public details of any clients of Anolu Group Pty Ltd ⁽¹⁾_{SEP} including photos (unless with consent), names, or other identifying information. • Maintaining confidentiality after leaving Anolu Group Pty Ltd
<p>Compliance</p> <p>Abiding to all lawful requests and directions and compliance with</p> <p>Anolu Group Pty Ltd policies procedures</p> <p>Anolu Group Pty Ltd and</p>	<ul style="list-style-type: none"> • Complying with any lawful and reasonable directions given by persons in authority. • Refraining from being under the influence of alcohol or non-prescribed drugs whilst undertaking Anolu Group Pty Ltd activities. • Acknowledging that alcohol and non-prescribed drugs are not to be consumed during working hours and that gambling activities are not to be conducted on Anolu Group Pty Ltd premises. • Recognising that failure to adhere to this Code may result in disciplinary action. • Complying with Anolu Group Pty Ltd policies and procedures. • Acting responsibly when becoming aware of any suspected unethical behaviour, ⁽¹⁾_{SEP} or wrongdoing by any volunteer or staff member and promptly reporting such conduct to my Manager or Supervisor or the Director.
<p>Lawfulness</p> <p>Always acting in accordance with Australian and NSW laws</p>	<ul style="list-style-type: none"> • Behaving in a lawful manner. • Disclosing any charge or conviction that may impact on my ability to undertake ⁽¹⁾_{SEP} my responsibilities. • Working safely, reporting any concerns and supporting the safety, health and ⁽¹⁾_{SEP} well-being of all Anolu Group Pty Ltd people and others we ⁽¹⁾_{SEP} interact with. • Supporting and not victimising anyone who might raise a breach of this Code or ⁽¹⁾_{SEP} of any Anolu Group Pty Ltd policies.

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Name Signature:

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Name of Witness Signature:

/ /

Date

/ /

Date

Once signed, the completed Code of Conduct Agreement should be returned to the Director by email at info@anolugroup.com

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