

Qualitas Limited

VALUES STATEMENT

VALUE	ACCEPTABLE BEHAVIOURS	UNACCEPTABLE BEHAVIOURS
<p>Trust & Respect</p> <p><i>Treat all stakeholders with trust and respect</i></p>	<ul style="list-style-type: none"> ▪ Trusting that each of us has the right set of skills and knowledge to perform our job well and showing confidence in our abilities and the abilities of others ▪ Listening to each other and respecting different opinions ▪ Invite and build upon the ideas and input of others ▪ Encourage others to share views frankly and openly ▪ Show consistency between words and actions ▪ Treat others fairly and consistently (nonjudgmental) ▪ Accept responsibility for one's own performance and actions. ▪ Promptly confronts organisational policy and compliance issues ▪ Looking after our physical and mental health and supporting the mental and physical health of team members ▪ Respecting, encouraging and celebrating the inclusion and diversity of our people, customers, stakeholders and the communities in which we operate 	<ul style="list-style-type: none"> ▪ Bullying and harassment ▪ Not doing what we say we will do ▪ Lying, exaggerating the trust, and giving inaccurate and false information ▪ Interrupting and not letting others express their opinions and ideas ▪ Competing against others to the detriment of the greater good ▪ Withholding information, referrals or business opportunities
<p>Integrity & Diversity</p> <p><i>All decisions and transactions will not compromise the integrity of the organisation or individual</i></p>	<ul style="list-style-type: none"> ▪ Obeying the law ▪ Conducting business and relationships fairly, honestly and ethically ▪ Acting in the best interest of our shareholders, customers and each other ▪ Acting in a professional and safe manner and complying with legal and company requirements, policies and procedures ▪ Protecting and representing the Qualitas Limited's' brand and reputation through our actions and behaviour ▪ Admitting our mistakes, taking responsibility, learning from them, 	<ul style="list-style-type: none"> ▪ Engaging in fraudulent, dishonest or negligent activity ▪ Accepting behaviour from others that is illegal, unethical or disrespectful ▪ Ignoring business practices ▪ Avoiding conflict or confrontation by not raising issues or concerns ▪ Raising issues or concerns in an aggressive, disrespectful or inappropriate manner ▪ Allowing yourself or others to put their safety at risk ▪ Blaming others for mistakes ▪ Wasting company time and resources

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	<p>and seeking assistance when needed</p> <ul style="list-style-type: none"> ▪ Raising issues or concerns about any inappropriate practices within our business with the intention to provide useful feedback and make a positive difference ▪ Embracing and respecting the diversity of our people and valuing their different backgrounds, experience and skills 	<ul style="list-style-type: none"> ▪ Discriminating against others based on protected attributes defined by relevant legislation (including but limited to gender, age, sex, ethnicity, sexual orientation and social status)
<p>Sustainability</p> <p><i>Our focus is on the long-term sustainability of our environment, business and community</i></p>	<ul style="list-style-type: none"> ▪ Developing beneficial relationships with each other, customers, suppliers and the community ▪ Reducing the impact of resource usage, hazardous substances, waste and emissions on the physical environment ▪ Increasing business efficiency, productivity and profit ▪ Maintaining a clean and healthy environment for future generations ▪ Promoting employee safety and wellbeing ▪ Modelling professional appearance, behaviour and conduct at all times with our customers and in our community ▪ Actively supporting our communities 	<ul style="list-style-type: none"> ▪ Wasting company, natural or environmental resources ▪ Acting to the detriment of our environment, business and community ▪ Accepting conduct or behaviour that reflects poorly on Qualitas Limited ▪ Not growing and maintaining valuable business and community relationships
<p>Performance</p> <p><i>Exceed expectations on a daily basis</i></p>	<ul style="list-style-type: none"> ▪ Remain composed under difficult circumstances. ▪ Deal constructively with mistakes and setbacks. ▪ Willingly adapt to shifting or competing priorities. ▪ Seek feedback and pursue ways to develop ▪ Set high standards of performance ▪ Put in extra effort to accomplish key tasks ▪ Maintain a high level of productivity ▪ Confront tough challenges quickly and directly ▪ Energise others by clarifying the purpose of their work ▪ Foster a sense of energy, ownership, and personal commitment to the work ▪ Celebrate and reward achievements of others 	<ul style="list-style-type: none"> ▪ Not treating safety as our highest priority ▪ Considering safety as someone else's responsibility ▪ Achieving less than we have committed to ▪ Being unclear on our performance expectations and not asking for clarity ▪ Not taking appropriate action to address under performance ▪ Assuming instead of asking ▪ Blaming conditions or others for our lack of results ▪ Not giving people opportunities to have performance, development and coaching conversations

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	<ul style="list-style-type: none"> ▪ Taking personal responsibility to perform at our highest standard ▪ Delivering what we promise on time ▪ Sharing relevant information to understand the business and its financial results ▪ Giving honest, constructive and regular feedback Coaching, training and supporting others 	
<p>Innovation</p> <p><i>Constantly challenge ourselves to improve everything</i></p>	<ul style="list-style-type: none"> ▪ Welcoming change; discovering ways to continuously improve and learning by mistakes ▪ Encouraging ideas and welcoming diversity of experience and thought ▪ Balance big-picture concerns with day-to-day activities ▪ Understand the organisation's strategies and the implications for own area/role ▪ Decisions are consistent with the organisation's strategies ▪ Recognising success and sharing the results ▪ Investing in our future success by developing our people and technology 	<ul style="list-style-type: none"> ▪ Creating an environment that discourages people from diversity of thought and suggesting ideas ▪ Applying inefficient processes ▪ Resisting change ▪ Resistance to learning ▪ Unwilling to learn from mistakes and improve