

## ETHICAL POLICY

### Overview

Screenworks Ltd has adopted this ethics policy to establish a culture of openness, trust and integrity in business practices. Effective ethics is a team effort involving the participation and support of every Screenworks employee. All employees should familiarise themselves with the ethics guidelines that follow this introduction

Screenworks is committed to protecting employees, partners, vendors and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When Screenworks addresses issues proactively and uses correct judgment, it will help set us apart from competitors

Screenworks will not tolerate any wrongdoing or impropriety at anytime and will take the appropriate measures and act quickly in correcting the issue if the ethical code is broken. Any infractions of this code of ethics will not be tolerated

### Purpose

Our purpose for authoring a publication on ethics is to emphasise the employee and consumer expectation to be treated to fair business practices. This policy will serve to guide business behaviour to ensure ethical conduct

### Scope

This policy applies to employees, contractors, consultants, temporary and other workers at Screenworks, including all personnel affiliated with third parties

### Policy

#### 1 Executive Commitment to Ethics

- 1.4 The management within Screenworks must set a prime example. In any business practice, honesty and integrity must be top priority for executives
- 1.5 Executives must have an open door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert executives to concerns within the work force
- 1.6 Executives must disclose any conflict of interests regarding their position within Screenworks

#### 2 Employee Commitment to Ethics

- 2.4 Screenworks employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices
- 2.5 Every employee needs to apply effort and intelligence in maintaining ethics values
- 2.6 Employees must disclose any conflict of interests regard their position within Screenworks
- 2.7 Employees will help Screenworks increase customer/vendor satisfaction by providing quality products & timely response to inquiries

#### 3 Company Awareness

- 3.4 Promotion of ethical conduct within interpersonal communications of employees will be rewarded
- 3.5 Screenworks will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company

#### 4 Maintaining Ethical Practices

- 4.4 Screenworks will reinforce the importance of the integrity message and the tone will start at the top
- 4.5 Every employee, manager, director needs to consistently maintain an ethical stance and support ethical behaviour
- 4.6 Employees at Screenworks should encourage open dialogue, honest feedback and treat everyone fairly, with honesty and objectivity

4.7 Screenworks has established best practice to make sure the ethical code is delivered to all employees - and that concerns regarding the code can be addressed

## 5 Unethical Behaviour

5.4 Screenworks will avoid the intent and appearance of unethical/compromising practice in relationships, actions and communications

5.5 Screenworks will not tolerate harassment or discrimination

5.6 Unauthorised use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated

5.7 Screenworks will not permit impropriety at any time and we will act ethically and responsibly in accordance with the law

5.8 Screenworks employees will not use corporate assets or business relationships for personal use or gain

## Enforcement

Any infractions of this code of ethics will not be tolerated and Screenworks will enact corrective actions quickly

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment



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Date: 04<sup>th</sup> January 2022