

## The Code

TechnologyOne Code of Business Conduct



# The Code

## A message from our CEO

As a TechnologyOne team member, you are an integral part of a company with global reach and the trust of your peers, shareholders, customers, partners and government agencies across the globe. We're committed to building, delivering and supporting insanely great products and services that transform business and make life simple for our customers.

We have a TechnologyOne way of operating which underpins our culture and the decisions we make. It reminds us what our acceptable behaviours are so we can all get on with doing what we do best. Our Code of Business Conduct is an important document as it provides further detail on how each one of us should act in accordance with the TechnologyOne Way.

### Our Code of Business Conduct helps to:

- guide our thinking, actions and conduct, forming the basis of how we work together every day;
- explain the required standards of conduct, behaviours and our responsibilities;
- foster a workplace where we respect each other; and
- promote fair, ethical, legal and objective decision making.

We actively foster an environment where people can ask questions and raise concerns. If you believe the Code of Business Conduct has been breached, I urge you to report it in accordance with this Code of Business Conduct.

Our Code of Business Conduct is one of the most important documents for TechnologyOne. You should read it carefully and use it as a guide for good decision making. The Code of Business Conduct protects you, our people and our company. It ensures our enduring reputation and success continues into the future. All of us are expected to uphold the standards stipulated in this Code of Business Conduct.

I appreciate your support in continuing to make TechnologyOne a great place to work.

**Edward Chung**

Chief Executive Officer

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# The Code

## Introduction

Our objective is not only to be valued for our products and services, but also for the way that we work.

We are committed to the highest standards in the way we conduct business.

Our Code of Business Conduct ("The Code") will help guide us. This Code does not cover every issue or situation you may encounter. It sets out our core values and principles, and how you can apply them every day in your behaviour and decisions when you are acting on the company's behalf. Our success depends on you.

## Why

Our Mission & Purpose are why we exist

### Our Mission & Purpose

To better our community, from its citizens to students, by leveraging our team's innovation, drive and determination.  
Our Passion is to Solve the Complex.

## How

Our beliefs and behaviors shape our performance

### Principles

### Trust

### Alignment


### Transparency

  
**Core beliefs.**

  
**The Power of One.**

  
**Evolution not revolution.**

  
**We dream big and deliver.**

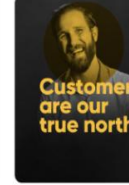
  
**One experience for our customers.**

  
**Market Focus & Commitment.**

  
**Tech is the answer.**

  
**Values.**

  
**We're stronger as one.**

  
**Customers are our true north.**

  
**People are our power.**

  
**Make the impossible possible.**

  
**Simplicity is our compass.**

  
**Compelling Customer experience.**

  
**Listen.**  
The customer's perception is my reality.

  
**Own it.**  
When I see a problem, I solve it. I play my part.

  
**Advocate.**  
On the customer's behalf with courage and conviction.

  
**Take Action.**  
Customer experience matters.

  
**Deliver.**  
A compelling experience with every interaction.

Previous attachment

## What

Our Strategies and Plans enable our Mission & Purpose

### Strategy

### Strat Plans

### Heartbeat

### KPIs

# The Code and you

## Applicability

The Code applies to all TechnologyOne employees and other persons who may be engaged to undertake activities or control resources on behalf of TechnologyOne such as consultants, contractors, agency staff, volunteers and work experience students (others), and the Board of Directors.

## What team members must do

As a TechnologyOne team member you must:

- Learn about the relevant laws and regulations of your region and company policies and understand how to apply them to your job.
- Comply with The Code and applicable TechnologyOne policies and guidelines.
- Comply with the requirements of management systems we are certified to, including our quality management framework and policy (ISO9001:2015).
- Gain an in-depth understanding of your individual position responsibilities and any aspect of The Code applying to them.
- Take personal responsibility to incorporate, and to encourage other team members to incorporate, the principles of The Code and TechnologyOne values into your work.
- Be aware that we may audit, monitor, intercept, access and disclose information processed or stored on TechnologyOne devices and systems or on personally owned devices permitted to access our networks.
- Use good judgement and do the right thing.
- Promptly raise any concerns about non-compliance with The Code.
- Cooperate fully and honestly in any investigations related to breaches of The Code.

Anyone who does not fulfil their responsibilities under The Code may face disciplinary action up to and including the termination of their employment.

## What leaders must do

As a TechnologyOne leader you must:

- Lead by example and role model behaviours and actions compliant with The Code and associated TechnologyOne Policies.

- Champion The Code, speak up when you see a problem and encourage others to do the same.
- Ensure your team members understand The Code and how it applies to them, their position and their region.
- Maintain an open door policy and always be receptive to questions, concerns, or comments.
- Swiftly respond to any team members who have expressed a concern and take appropriate action.
- Hold team members accountable for complying with The Code and take appropriate action for non-compliance.

## Speak up

If you believe something appears to contravene this Code or suspect someone of unlawful activity, speak up! If we know about it, we can deal with it.

We offer several channels for raising concerns. Generally, your leader or People & Culture will be in the best position to resolve a concern but other resources you can contact include:

- Applying our Complaints & Grievance Procedure and email [T1Complaints@technology1.com](mailto:T1Complaints@technology1.com) if appropriate
- Company Secretary / Head of Compliance
- Executive Vice President, People & Culture

Whichever option you choose, your confidentiality is respected.

Where you suspect that others are engaging in corrupt or criminal conduct or failing to comply with legal or regulatory obligations, you're encouraged to disclose your concern to TechnologyOne's Independent Whistleblower Service.

A whistleblower can remain anonymous, and where a disclosure is made in accordance with the [Whistleblower Policy](#), the necessary protections including confidentiality and safeguarding against detriment will apply.

## Make good decisions

Fair, considered and consistent decision making is an important foundation for TechnologyOne and its customers. All team members have a responsibility to ensure the decisions they make on behalf of TechnologyOne are appropriate.

***Before taking a business action, ask yourself the following questions:***

- Is this decision legal, ethical, and socially responsible?
- Is this decision consistent with The Code and the TechnologyOne Way?
- Does the decision maintain or improve TechnologyOne's reputation?
- Am I willing to be held accountable for this decision?
- Could my leader or a colleague offer a different perspective to sense-check my decision?

If the answer to any of these questions is "no," or you are not sure, do not proceed. Ask before acting. Speak up if you see an issue.

Never allow the needs of the business to justify doing something that violates the law or is inconsistent with The Code. If you encounter situations in which the right choice is unclear or there is conflicting information, you are expected to seek guidance on how to ensure we do the right thing in that situation.

## The Code and working with our customers

### Ethical conduct

Ethical behaviour is fundamental to both our high-achievement culture and exceeding our goals. It demonstrates that TechnologyOne can be trusted, builds loyalty, and helps strengthen our reputation within our customer markets, in the minds of our shareholders and the wider community.

We expect the conduct of our team members should never bring the company into disrepute.

We expect our team members to keep within the spirit, as well as the letter of the law and regulation and always apply high standards of professional and ethical conduct.

### Compete fairly

The way we compete is as important as the result we achieve. We strive to outperform our competition fairly and honestly and obtain advantage over our competitors through the superior performance of our products and services, not through unethical or unlawful business practices.

Healthy competition and fair business practices put our customers first by giving them access to a variety of products and services at fair prices.

There are numerous laws which make it an offence for a company and its team members to behave in an anti-competitive way. In many customer agreements, TechnologyOne is also required to declare that it has not engaged in any collusive, anti-competitive or similar conduct in breach of any law. We take a zero-tolerance approach to bribery and corruption wherever it is encountered and do not make facilitation payments of any kind.

### **Your responsibilities**

- Do not enter into any formal or informal agreements with competitors which will limit competition.
- Respect competitive bidding processes, and do not seek to rig or fix the outcomes or help anyone else to do so.
- Be truthful and do not misrepresent who we are or what we do.
- Do not engage in any unlawful or illicit activity to obtain competitive information. This may include theft, trespassing,

eavesdropping, wiretapping, computer hacking, invasion of privacy, bribery, misrepresentation or searching through garbage.

- Notify us immediately should you be made aware of or be in receipt of confidential competitor information.
- Do not accept, disclose or use competitive and/or non-public information belonging to another company without the permission of that company or that you know or have reason to believe was disclosed to you in breach of a confidentiality agreement between a third party and one of our competitors. This includes information from competitors and former employers.
- Do not make any agreements (formal or informal) with competitors to fix or set prices or interest rates, restrict the supply of goods or services, conduct bid rigging, market sharing or any other anti-competitive practice.

## No improper payments

TechnologyOne prides itself on its truthful and transparent interactions with customers and does not influence their decisions through improper payments. We do not offer, accept or solicit gifts or entertainment inappropriately as an inducement or means of influencing actions or opinions.

### **Your responsibilities**

- Never offer, promise, make, or authorise a payment or the giving of anything of value to anyone in order to gain an improper business advantage.
- Do not offer inappropriate or over the top gifts, hospitality or travel to our customers or potential customers.
- Declare all gifts received to your Leader and only accept those that are appropriate and immaterial. If you are unsure about whether a gift is appropriate, seek permission from your Leader before accepting it.
- Hire candidates based on their merits; do not make hiring decisions to benefit a customer or government official.
- Abide by the Gifts and Gratuities clause of your Employment Agreement.
- Avoid hidden terms or arrangements and reduce complexity wherever possible.

## Entertain appropriately

The Code does not prohibit reasonable business entertainment and hospitality that is appropriate and proportionate. The purpose of business entertainment in a work setting is to foster goodwill and sound working relationships.

Responsible consumption of alcohol at TechnologyOne events and whilst entertaining is permitted. However, you must ensure that your behaviour remains professional, complies with all applicable laws, and does not negatively impact you or TechnologyOne's reputation.

### **Your responsibilities**

Business entertainment should not be offered, given, provided, or accepted by any team member, family member of a team member, or agent, unless it meets all the following criteria:

- It is not cash or a gift card.
- It is consistent with customary business practices.
- It is reasonable in value.
- It is open and transparent.
- It cannot reasonably be construed as a bribe or payoff.
- It does not violate any laws or regulations, or applicable policies of the other organisation.

## The Code and working with government agencies and communities

TechnologyOne is a global company. The Code cannot identify all applicable laws, regulations and legal requirements; however, it is essential that TechnologyOne comply with all legal requirements.

When you act on the company's behalf, you must familiarise yourself with applicable laws and regulations of the region in which you are working. If a requirement or provision of The Code conflicts with applicable law, the law will prevail.

Talk to your Leader, Risk & Compliance, People & Culture or a member of the Legal team if you have questions concerning a potential conflict between The Code and applicable legal requirements.

### Dealing with government officials/political contributions

We will build TechnologyOne's reputation through proactive engagement with government policy makers and officials, and other stakeholders. Laws and regulations in the countries in which TechnologyOne operates govern the offering or giving anything of value to Public Officials in order to influence their actions. Transactions with governments are not the same as conducting business with private parties.

We also strictly control our public statements to the media on important industry matters that affect our business. Our Marketing, Legal and Risk & Compliance teams will provide a coordinated response to relevant new government proposals that may impact TechnologyOne.

### Your responsibilities

- Political donations of cash or assets are sensitive matters and can only be provided with written approval of the Managing Director. This includes attending a political dinner you have paid to attend. It also can include anything that might have value to a government official, including cash, gifts, meals, entertainment, business opportunities, TechnologyOne product, offers of employment and more. There is no monetary threshold.
- Do not intervene in party political matters.
- Do not make any public statements to the media, industry analysts, stockbroker/institutional analysts and shareholders unless you are authorised to do so.
- Forward any requests for media releases or interviews to our Director – Communications & Public relations or General Manager – Public Relations.
- Check with your leader and our Director – Communications & Public Relations or General Manager – Public Relations before accepting any public speaking engagement on behalf of TechnologyOne.

### Human rights

TechnologyOne recognises we have clear obligations to respect and uphold human rights. We expect high standards and seek to improve human rights impacts through our broader value chain, and not just where we have operational control.

You are encouraged to disclose any concerns through the **Speak Up** channels.

## The Code and working with each other

### Diversity, Equity and inclusion

We recognise the contributions that all our people bring to our organisation through their individual backgrounds, experiences and perspectives. We create a fair and equitable workplace where people are provided with equal opportunity, feel connected, involved and love coming to work. We embrace diversity and inclusion, recognising the benefits it brings to our work, our customers and the communities we operate in. We will seek to provide reasonable accommodations to qualified individuals with disabilities.

#### **Your responsibilities**

- Maintain a respectful workplace culture that is free of harassment, intimidation, bias, and unlawful discrimination.
- Ensure your behaviour and work practices encourage the principles of inclusivity and fairness.
- Do not discriminate or harass anyone on the basis of race, colour, religion, veteran status, national origin, ancestry, pregnancy status, sex, gender identity or expression, age, marital status, mental or physical disability, medical condition, sexual orientation, or any other characteristics protected by law.
- Ensure employment-related decisions are based on qualifications, performance, skills and experience.

## Workplace behaviour and conduct

Our culture is based on mutual respect and collaboration.

We want a work environment which is free from sexual harassment, discrimination and bullying. Sexual harassment, discrimination and bullying are serious violations of those principles and unlawful. We take reasonable measures to eliminate, as far as possible this type of behaviour and will not tolerate this behaviour from inside or outside our organisation.

We want a workplace where everyone is committed to excellence in their roles and in service delivery. You are required to apply due care in your work, exercise your responsibilities with care and comply with all reasonable and lawful instructions. Your performance at work is dependent on your fitness for duty, your engagement in your work and your reliability for duty at agreed times.

#### **Your responsibilities**

- Treat co-workers, customers & members of the public with respect & courtesy.
- Proactively contribute to a workplace that is free from discrimination, harassment, victimisation, vilification or bullying.
- Report incidents or knowledge of inappropriate behaviour or conduct in the workplace immediately to your leader and People & Culture. All such reports will be appropriately actioned. If we know about it, we can deal with it.
- Read and understand our policies on – Anti-Discrimination, Diversity, Equity and Inclusion, Sexual Harassment, Unacceptable Behaviour, Workplace Bullying, and Workplace Gender Equality.
- Create and maintain a workplace culture that is free of an environment hostile on the grounds of sex, harassment, intimidation, bias and unlawful discrimination.
- Comply with all applicable laws, policies and procedures.

## Health and wellbeing

TechnologyOne is committed to protecting the health, safety and wellbeing of our customers, team members, business partners and the communities in which we operate. We expect everyone at TechnologyOne to behave in a safe and responsible manner at all times. We will intervene if health or safety is ever compromised and will ensure, so far as reasonably practicable, that risks to the health and safety of our team members are eliminated or minimised.

We are committed to a violence-free work environment and will not tolerate any violent behaviour in the workplace.

### **Your responsibilities**

- If you experience an incident or injury or identify a hazard in our workplace or at a customer site, immediately report it.
- Consumption of alcohol by legal-aged individuals at TechnologyOne sponsored events is permitted. If you do choose to consume alcohol at TechnologyOne social events, we expect you to exercise good judgment and to act in a professional and responsible manner. You should also make appropriate arrangements to safely travel home.
- Recognise that your attendance at TechnologyOne social events is not mandatory and it is your choice to attend or not and whether to consume alcohol.
- Do not use, possess or solicit illicit drugs or abuse alcohol in the workplace, including at company events, customer sites and other business-related premises.

## Innovation and continual performance improvement

Our performance relies on an innovative and creative workforce and a commitment to continually improve performance.

### **Your responsibilities**

- Maintain and continue to develop your professional skills and knowledge.
- Actively participate in performance management processes and developing and improving business planning and processes, including innovative ways of delivering services and performing duties.
- Look for efficiencies in our work processes and practices.

## Environment

We are committed to addressing our environmental impact and to seeking opportunities to minimise our environmental footprint throughout our global operations. Where possible, we will reduce our use of resources and cut any harmful emissions we are responsible for.

### **Your responsibilities**

- Reuse and recycle IT equipment and other waste.
- Dispose of waste thoughtfully and reduce energy consumption where possible.

## Conflicts of interest

At TechnologyOne, we rely on the good judgment and integrity of our people to avoid any situations that hold potential for conflict of interest. This includes avoiding even the appearance of a conflict of interest.

### **Your responsibilities**

- Ensure your personal interests, investments and activities, including those of your family members, do not conflict with your objectivity or independent judgment, the best interests of TechnologyOne or the wellbeing of our customers, team members and shareholders.
- If you have a situation where you believe there is a potential conflict of interest, you must disclose the circumstances to your leader.
- You must disclose another business or personal relationship with a customer, supplier, competitor, business partner or TechnologyOne team member.
- You must disclose a direct or indirect business interest for another employer or for gain/reward during your employment at TechnologyOne. This includes advisory roles, board seats and starting your own business.
- You must disclose a romantic or sexual workplace relationship.
- You must disclose if your spouse, partner or relative applies for a position at TechnologyOne.
- You must disclose if you have accepted gifts, gratuities, entertainment or any other benefit which is not consistent with customary business practices.
- We will consider if there's a conflict of interest and discuss a resolution with you.

## TechnologyOne Foundation

We know that both our business and team members' personal development benefits from contributing to the communities where we operate globally, whether through our volunteering or fundraising activities.

Our Foundation is committed to raising 500,000 children and their families out of poverty by 2032. We focus on the youth because it is through the youth that we can have the greatest impact for the future. The TechnologyOne Foundation is committed to making a difference to underprivileged and at-risk youth in our communities, by empowering them to transform their lives and create their own pathways of success.

### ***Your responsibilities***

- Support the Foundation whenever the opportunity presents itself – select a volunteer organisation or activity that is meaningful to you and get a group together or embark on this on your own.
- Take up to 2.5 days Foundation leave per year to volunteer with registered charities.

## The Code and working with our investors and the public

### Insider trading

Team members of TechnologyOne may buy and sell shares in TechnologyOne Limited, however being a company shareholder brings an additional responsibility to comply with the laws governing companies and team members who own shares. Insider trading not only violates The Code, it violates the law.

Insider trading results in serious penalties in most countries with participants facing either a heavy fine, a prison sentence or both. Please discuss any concerns or queries you have with our Company Secretary.

"Inside information" can mean anything a team member of an organisation sees or hears about during the course of their employment that is not known to the general public and has potential to affect the share price.

If you are unsure of your responsibilities, you should seek independent advice or contact our Company Secretary.

### **Your responsibilities**

- Do not buy, sell or otherwise deal in TechnologyOne shares if you have inside information.
- Do not pass inside information to third parties. This is not only a breach of confidentiality, but you may also be committing an offence.
- Only trade TechnologyOne securities during a designated Trading Window (with the exception of where you hold inside information).

### Business and financial records

Ensuring accurate and complete business and financial records is everyone's responsibility. TechnologyOne considers records created or received during the normal course of business a TechnologyOne asset. This includes documents, emails, spreadsheets, notebooks, photographs and videos.

It is important that we meet our regulatory compliance obligations. Accurate recordkeeping and reporting reflects on TechnologyOne's reputation and credibility and ensures that we meet our legal and regulatory obligations.

### **Your responsibilities**

- Know and comply with the laws and regulatory requirements that affect your job responsibilities.
- Complete your timesheets and expense claims on time, as required.
- Manage and retain all TechnologyOne records according to our Information Retention policy.
- Never conceal, alter or destroy (even if past the retention time) any documents or records related to any imminent or ongoing investigation, lawsuit, audit or examination involving TechnologyOne.
- Ensure all reports to regulatory authorities are full, fair, accurate, timely and understandable.
- Never falsify any document.
- Speak up and promptly escalate any potential issues that may lead to a regulatory compliance breach.
- Develop strong processes to anticipate risks, including new and changing regulations.
- Monitor regulatory compliance on an ongoing basis and conduct periodic audits of key processes.
- Participate constructively in internal and external audits; they are conducted to improve what we do.
- Do not distort the true nature of any transaction.

## Signing a contract

Every time you enter into a business transaction on behalf of TechnologyOne, there should be appropriate documentation recording the agreement.

There are delegations of authority and financial delegations when it comes to customer contracts which must be adhered to at all times. Without these agreements TechnologyOne is open to financial, commercial, tax and legal risk.

You must act in accordance with your delegations.

### ***Your responsibilities***

- Only enter into an agreement on behalf of TechnologyOne when you are authorised to do so in accordance with our approval processes.
- Review the contract, understand its terms and determine that entering into the contract is in TechnologyOne's best interests.

## Protecting our Assets

### Protect our intellectual property

TechnologyOne's competitive advantage in the marketplace comes from our confidential, proprietary and trade secret information. If we fail to protect and record this intellectual property (IP), we lose this advantage.

As your employer, TechnologyOne owns the IP rights to anything you create or develop during your employment or work with us. This means any software, documentation, or other pieces of information and business tools developed whilst in our employment is the property of TechnologyOne.

#### **Your responsibilities**

- Understand and apply the Intellectual Property clause of your employment/engagement agreement.
- Do not share anything with people outside of TechnologyOne that is not already in the public domain.
- Respect the IP rights of others by not copying, using or sharing information you have gained from outside sources, without appropriate acknowledgement and permissions.

### Protect our reputation

As a publicly listed company, TechnologyOne has certain obligations with regards to the reporting of information and public comment. To safeguard the best interests of the company, our customers, shareholders and team members, all external communication and public comment is only able to be made by an authorised company representative.

We recognise you are likely to use social media in your private life and do not intend to discourage, nor limit your personal expression or online activities. We have developed Social Media guidelines to support you to use social media in a productive and responsible manner. These guidelines are available on the intranet and include advice on using blogs, forums, social networks and Wiki's.

#### **Your responsibilities**

- Do not make any public statements to the media, industry analysts, stockbroker/institutional analysts and shareholders.

- Do not pass comments to the media regarding the company or our customers in any forum, even anonymously.
- Forward any requests for media releases or interviews to our General Manager – Corporate Affairs & Government Relations.
- Check with your leader and our General Manager – Corporate Affairs & Government Relations before accepting any public speaking engagement on behalf of TechnologyOne.
- Do not represent your personal opinions or comments in a public forum whilst identifying yourself as a TechnologyOne team member. They may be interpreted as a comment or endorsement made by TechnologyOne.
- Be a good ambassador for our brand. Do not make statements that could have a negative impact on our brand or reputation.
- Ensure all internal and external communications are professional and timely.
- Act professionally when representing TechnologyOne, particularly when wearing company branded apparel or attending an event on our behalf.

### Protect data and privacy

TechnologyOne respects individual privacy rights and is committed to collecting, handling and protecting personal and business information responsibly, confidentially and in compliance with applicable privacy and information security laws and TechnologyOne's Privacy policy. This principle applies equally internally and externally for our customers.

#### **Your responsibilities**

- Obey privacy legislation in the regions in which we operate. If you are not sure, ask your team's Privacy Officer.
- Only operate within TechnologyOne approved information systems.
- Ensure no data or information (e.g. company, team member, customers, customer's customers information) is misused or inappropriately disclosed –
  - Only release any information obtained through your job or through your work-related contacts if you are authorised to do so, the law requires you to do so, or the information is already in the public domain.
  - Share information via approved secured channels and processes only.

- Do not share information with anyone unless they require the information to conduct their work for TechnologyOne. Any information obtained through your job or through your work-related contacts must not be released unless:
  - You are authorised to do so.
  - It is public information.
  - The law requires you to do so.
- Safeguard all confidential and sensitive business data such as plans or strategies, financial results, product designs and concepts, sales goals, terms and conditions, rates and any non-public information that might be of use to competitors.
- Report any data breaches to [privacy@technology1.com](mailto:privacy@technology1.com) within 24 hours and assist with any subsequent investigations, as set out in our GDPR Information Sheet.
- Be vigilant and careful about social engineering or phishing attempts.
- If you have responsibility for software, IT or product development, follow TechnologyOne guidelines for secure software development and the TechnologyOne Cloud.

While TechnologyOne respects team members' privacy, the company reserves the right to inspect facilities and property including computers, telephone records, lockers, email messages, files, business documents, and workplaces to the degree permitted by law. Team members should not expect personal privacy when using company-provided services or equipment.

## Protect our assets

TechnologyOne provides you with a wide range of tools, technology, resources and information making it possible for you to do your job effectively. All assets belong to TechnologyOne, and we trust you will use them wisely and in a financially responsible manner.

### **Your responsibilities**

- Non-work related use of devices and technology is acceptable where the usage is occasional, reasonable and doesn't interfere with TechnologyOne business requirements.
- Use any issued devices and technology securely and wisely.
- Do not visit inappropriate websites and applications or download any inappropriate content/files.
- Access systems and use data for its intended business purpose, as authorised.
- Do not use tools, technology, resources or information for unethical or unlawful purposes or to store or transmit illicit materials or proprietary information belonging to TechnologyOne or another company.
- Do not use tools, technology, resources or information to harass or bully others.
- Since all of these tools and technology belong to TechnologyOne, you should not have any expectation of privacy in their use. TechnologyOne may monitor anything created, to the extent allowable by law.
- When spending money on work-related activities, remember you are spending TechnologyOne's money. Ensure all costs are reasonable, directly related to business, and supported by appropriate documentation and approvals.
- When engaging suppliers and agents, strive for the best possible deal for TechnologyOne and consider quality, any stated terms and conditions, service, and ethical compliance.
- When organising TechnologyOne events and activities, observe the guidelines to uphold TechnologyOne's reputation and meet our health and safety compliance obligations.
- Observe our Dress and Presentation Policy when wearing TechnologyOne branded clothing.

## Protect our security

TechnologyOne provides modern, clean, safe, and healthy working environments. Stay safe at work and help us to maintain our working environments by being familiar with your surroundings, maintain situational awareness and follow our health and safety Policies and Guidelines.

We are committed to working within the requirements of immigration law in the countries in which we operate in and only employ people who have a legal right to work for the respective region. You are required to provide us with specific identity documents and evidence of your right to work.

It is your responsibility to keep us informed of any changes to your right to work while you are employed with us.

### **Your responsibilities**

- Reuse and recycle IT equipment and other waste.
- Dispose of waste thoughtfully and reduce energy consumption where possible.
- Observe our health, safety and wellbeing policies and practices.
- Report any accidents, injuries and unsafe conditions, procedures or behaviours.
- Always secure your laptop, personal belongings and other important equipment issued to you.
- Lock your computer screen whenever you leave your device unattended.

- Do not introduce violence, threatening behaviour or illegal drugs into any TechnologyOne workplace.
- Immediately report any suspicious behaviour to your leader or People & Culture.
- Immediately report any suspicious network activity, phone calls, texts or emails to: [itservicedesk@technologyone.com](mailto:itservicedesk@technologyone.com)
- Watch out for people seeking to "tailgate" or "surf" behind you through secured swipe access doors or elevators.
- Immediately report any suspicious activity or unescorted visitors to your leader and reception.
- Book all travel through our preferred travel provider FCM and in accordance with the TechnologyOne Travel Policy.
- Comply with all travel and immigration guidelines when travelling on behalf of TechnologyOne.
- Before travelling overseas for work, engage International SOS and follow advice provided.
- Participate in any background screening and right to work activities. Checks required to be conducted for all team members, contractors and temps.
- Participate in and support any disaster management and business continuity drills and activities.

## Further guidance and contact information

Our success is based on our unwavering focus on the customer, our commitment to the highest possible standards of ethical business conduct, our values and our culture. The Code incorporates all these and the laws and regulations in the regions in which we operate. The Code is universal. It applies to you at work, wherever you work for TechnologyOne.

More information is available on the [TechnologyOne Intranet](#):

[Forms, Policies and Guidelines](#)

[TechnologyOne Culture Book](#)

If you need more information or have any questions or concerns, you can seek advice from your leader or the following teams:

[People & Culture](#)

[Legal](#)

[Risk & Compliance](#)

The TechnologyOne Code of Conduct represents the minimum standard required at TechnologyOne. You are encouraged to go above and beyond what is required of us to be an outstanding example of how good business is done.

**Act if you see an issue | Speak up if you are not sure.**