

# Code of Conduct

**MoneyMe Limited (ACN 636 747 414)**

Approved by the Board on: 30 June 2023

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## 1. Purpose

The purpose of this Code is to guide the behaviour of everyone at MONEYME (including all employees, contractors, consultants, managers, and the Board; including temporary employees, contractors and directors of MONEYME) (collectively, **Employees**) by clearly stating MONEYME's firm commitment to behaving honestly and fairly.

All Employees are required to understand and comply with their obligations under this Code.

This Code will be made available to Employees in the corporate section of MONEYME's website.

If Employees are not sure that a proposed action is appropriate, they should ask their manager or their human resources department (**Human Resources**) for guidance before acting.

## 2. Responsibilities

The Board is responsible for the contents of the Code and its periodic updating.

The Chief Executive Officer and managers at all levels of MONEYME are responsible for ensuring that all Employees understand and follow this Code.

Each Employee is responsible for complying with this Code both in detail and in spirit. Everyone must:

- act in accordance with MONEYME's Constitution, values and the best interests of MONEYME;
- act with integrity: being honest, ethical, fair and trustworthy in all business dealings and relationships;
- comply with all laws and regulations that apply to MONEYME and its operations;
- act ethically, responsibly and in a manner that promotes a positive impact on society and the environment;
- treat fellow Employees with respect and not engage in bullying, harassment, sexual harassment, discrimination or other forms of detrimental or illegal conduct;
- deal with customers and suppliers fairly;
- disclose and manage any conflicts between MONEYME's interests and their personal interests;
- protect MONEYME's business assets and customer privacy;
- not take advantage of the property or information of MONEYME or its customers for personal gain or to cause detriment to MONEYME or its customers;
- not take advantage of their position or the opportunities arising therefrom for personal gain; and
- report breaches of this Code to an appropriate person within MONEYME.

It is the responsibility of all of MONEYME's Employees, including managers and other leaders, to ensure ethical and sustainable conduct is recognised and valued throughout MONEYME.

## 3. Risk Culture Statement

MONEYME recognises that risk is an integral part of organisational culture, where the attitudes and behaviours towards risk shape the Company's mindset and decision-making. MONEYME is committed to fostering a responsible risk culture that encourages making informed decisions and taking acceptable risks, as identified and discussed through MONEYME's governance and risk management frameworks, risk appetite statement, and organisational policies. MONEYME expects all Employees to embrace and promote this culture of responsible risk-taking.

MONEYME expects all Employees to adhere to these frameworks and policies and actively participate in the ongoing training and discussions around risk. MONEYME's goal is to create a culture in which all Employees understand their roles and responsibilities in managing risk and feel empowered to do so effectively.

MONEYME believes that a responsible risk culture begins with the right mindset of Employees, and sharing a common understanding of the risks MONEYME faces as a company and the importance of managing those risks appropriately. MONEYME encourages all Employees to engage in open and honest discussions about risk and to contribute their perspectives and insights. By doing so, MONEYME can identify potential risks early and work together with Employees to mitigate those risks effectively. Equally MONEYME will provide guidance as to its risk appetite and risk tolerance as defined in the Risk Appetite Statement. Employee understanding of risk, risk culture and the maturity of MONEYME's risk culture will

be tested regularly to ensure MONEYME continues to understand and improve its risk management and culture.

#### **4. Consultants' Responsibilities**

Individuals or organisations contracting to, consulting for, or representing MONEYME, or both, must comply with this Code in the same way as MONEYME Employees. MONEYME Employees who engage contractors or consultants should ensure that they are provided with a copy of relevant MONEYME policies, including this Code.

#### **5. Compliance with Law**

MONEYME will only conduct business by lawful and ethical means. Legal responsibilities change and Employees at all levels must keep themselves informed and comply with all legal responsibilities.

In particular, depending on their individual responsibilities, Employees must be familiar with corporate, competition and consumer, taxation, employment, work health and safety, equal opportunity and discrimination, privacy, human rights and modern slavery and environmental laws and regulations as well as any of MONEYME's internal policies in relation to such matters.

All Employees have an obligation to understand and work within these requirements. If Employees do not understand their responsibilities and MONEYME's obligations, they must seek guidance from their manager or Human Resources.

#### **6. Avoiding Conflicts of Interest**

Employees must avoid any situations involving divided loyalty or a conflict between their personal interests and those of MONEYME. Employees faced with any real or perceived conflict of interests must report it to their manager, Human Resources or in the case of Directors, to the Board. A decision will be made as to whether the conflict (real or perceived) is acceptable to MoneyMe, and the conflict will be recorded in the Conflicts of Interest register.

In particular:

- Employees and any organisation in which they or their family have a significant interest must not, without prior disclosure and approval, compete with, or have business dealings with MONEYME;
- Employees must not, without prior disclosure and approval, work or consult for, or have any other key role in, an outside business organisation that has dealings with MONEYME or is a competitor of MONEYME;
- Employees must not enter into any arrangement or participate in any activity that conflicts with MONEYME's best interests or is likely to negatively affect MONEYME's reputation;
- Employees must not use MONEYME's assets for any purpose other than for MONEYME's business purposes or interests;
- Employees must not make improper use of their employment with MONEYME, their position or role at MONEYME, or information obtained because of their position, to gain an advantage for themselves or anyone else, to MONEYME's detriment;
- Employees must not buy or sell shares in MONEYME or any other companies at any time when they are aware of price sensitive information about MONEYME, that has not been disclosed to the Australian Securities Exchange. All Employees must read and follow the MONEYME Securities Trading Policy; and
- Employees must read and follow the MONEYME Anti-Bribery and Corruption Policy.

#### **7. Potential Takeovers, Acquisitions or Other "Change of Control" Transactions involving MONEYME**

Employees must be particularly careful to avoid conflicts of interest and the improper disclosure of confidential information in the case of an approach by a third party (**potential bidder**) in relation to the proposed acquisition of the shares in, or any of the businesses of, MONEYME. Such an approach might

be made informally (for example by enquiry or overture) and/or through an intermediary or advisor to the potential bidder.

The Board must be immediately informed of any approach (no matter what the form of the approach) and will establish protocols for MONEYME's response to the approach.

Any Employee who is approached (even informally) by or on behalf of a potential bidder must:

- immediately notify his, her or their manager or Human Resources of the approach, including the details of any inducement or incentive offered to that Employee or any other Employee;
- cease communications with the potential bidder until communication protocols are established and then only if so, authorised under those protocols;
- not provide any corporate information to anyone without the express approval of the Board or the Board's representative and then only on terms approved by the Board; and
- ensure that the approach is not discussed with customers, suppliers or other Employees unless specifically authorised by the Board and then only on terms approved by the Board (which must take into account MONEYME's continuous disclosure obligations, amongst other things).

## **8. Outside Memberships, Directorships, Employment and Public Office**

MONEYME supports involvement of its Employees in community activities and professional organisations. However, outside employment or activity must not conflict with an Employee's ability to properly perform their work for MONEYME, nor create a conflict (or the appearance of a conflict) of interest.

Before accepting outside employment or a position on the board of directors of another company or non-profit organisation, Employees must carefully evaluate whether the position could cause, or appear to cause, a conflict of interest. If there is any question, Employees should consult their manager or Human Resources.

Employees must obtain prior written consent from their manager or Human Resources where the proposed employment or position relates to an outside organisation that has or seeks to have a business relationship with a MONEYME company or competes with services provided by a MONEYME group company.

You may accept public office or serve on a public body in your individual private capacity, but not as a representative of MONEYME. If such public office would require time away from work, you must comply with MONEYME's policies regarding conflicts, and leave of absence and absenteeism.

## **9. Protection and Proper Use of MONEYME's Assets and Data**

All Employees must use their best efforts to protect MONEYME's assets and other resources including plant, equipment, and other valuable property including confidential information and intellectual property such as trademarks, registered designs and copyrighted material, from loss, theft and unauthorised use.

The use of MONEYME time, materials, or facilities for purposes not directly related to company business, or the removal or borrowing of company property without permission is prohibited. Incidental personal use of such company resources as computers, phones, faxes, copiers and internet access is permitted in accordance with MONEYME's IT policies, but Employees must ensure that MONEYME's interests are not harmed.

All employees must use their best efforts to reduce the risk associated with unauthorised access, use, disclosure, disruption, modification, inspection, recording or destruction of data and information. The information or data may take any form, e.g. electronic or physical. It may be Company or customer data. All Employees must read and follow the Information Technology Security Policy.

## **10. Protecting Confidential Information**

Information that MONEYME considers private and that is not generally available outside MONEYME, which may include information of third parties to which MONEYME has access (**Confidential**

**Information**) and information that MONEYME owns, develops, pays to have developed or to which it has an exclusive right (**Proprietary Information**) must be treated by MONEYME Employees as follows:

- Employees must ensure that they do not disclose any Confidential Information or Proprietary Information to any third party or other Employee who does not have a valid business reason for receiving that information, unless:
  - allowed or required under relevant laws or regulation; or
  - agreed by the person or organisation whose information it is; and
- if Confidential Information or Proprietary Information is required to be provided to third parties or other Employees for valid business purposes, Employees must:
  - take adequate precautions to seek to ensure that information is only used for those purposes for which it is provided and is not misused or disseminated to MONEYME's detriment; and
  - take steps to ensure that the information is returned or destroyed when the purpose is complete.

These obligations continue to apply to Employees after their employment or engagement ceases. If Employees are unsure whether information is of a confidential or proprietary nature, Employees should seek advice from their manager or Human Resources before disclosure.

## 11. Control of Information

Employees must:

- return all MONEYME property including any documents or confidential information, on termination or at the request of MONEYME or its representative; and
- if requested by MONEYME or its representative, destroy or delete any confidential information stored in electronic, magnetic or optical form so that it cannot be retrieved or reconstructed.

Employees must not make improper disclosure, including inadvertent or careless disclosure, of company strategies and plans, special methods of operation and other information that is confidential to or of competitive value to MONEYME.

## 12. Public Communications and Disclosures

Media statements, responses to questions from any journalist, investor, stockbroker or financial analyst and official announcements may only be made by persons authorised in accordance with the MONEYME Disclosure Policy. If you receive a request for information and you are not authorised to respond to the enquiry, refer the request to the appropriate person. Unless the Chief Executive Officer has given prior written consent, Employees and associated parties must not participate in public forum communications or discussions (including internet-based forums and social media) where the subject matter is related to MONEYME, its competitors or any industry in which MONEYME operates.

MONEYME has adopted the MONEYME Disclosure Policy as a means of ensuring compliance with its disclosure and communication obligations under the Corporations Act 2001 (Cth) and the ASX Listing Rules. The aim of the MONEYME Disclosure Policy is to keep the market fully informed of information that may have a material effect on the price or value of MONEYME's securities, and to correct any material mistake or misinformation in the market.

Employees should ensure that they are aware of the requirements of the MONEYME Disclosure Policy and, if it applies to them, they must act in accordance with the policy.

## 13. Gift, Gratuities and Entertainment

MONEYME does not permit or tolerate giving or taking bribes, kickbacks or gratuities or any other payments or promises for favourable treatment or as an inducement for doing business. However, MONEYME allows the acceptance of token gifts and entertainment provided they are appropriate to the intended business purpose and consistent with local business practice and laws.

Employees should not seek to gain special advantage for MONEYME or themselves through the use of business gifts, favours or entertainment, if it could create even the appearance of impropriety. Business

entertainment should be moderately scaled and clearly for business purposes. Gifts and entertainment should not be offered to a customer or supplier whose organisation does not allow this.

Employees may accept or give gifts, favours, or entertainment only if permitted to do so by MONEYME's policies relating to gifts and the gift, favour or entertainment is disclosed in accordance with those policies (if required).

If Employees have any doubts about whether a gift or benefit complies with this Code or MONEYME's policies, they should promptly discuss it with their manager or Human Resources.

## **14. Integrity in financial reporting**

MONEYME is committed to providing accurate, timely and clearly understandable disclosures in reports on its results to shareholders, the Australian Securities Exchange, Australian Securities and Investments Commission and other regulators.

Employees responsible for the preparation of such reports are responsible for the integrity of the information contained in, or which forms the basis, such reports and are expected to exercise the highest standard of care in preparing materials for public communications.

Those reports and communications should:

- comply with any applicable legal requirements and accounting standards;
- fairly and accurately reflect the transactions or occurrences to which they relate;
- not contain any false or intentionally misleading information, nor intentionally misclassify information; and
- be in reasonable detail and recorded in the proper account and in the proper accounting period.

All material financial information and disclosure must be accurately represented in MONEYME's accounts. No information may be concealed by Employees from either MONEYME's internal or external auditors. No Employee may take any action to influence, coerce, manipulate or mislead MONEYME's external auditors in order to produce misleading financial statements.

## **15. Responsibility to Individuals**

MONEYME is committed to the fair and equal treatment of all its Employees and abides by the employment laws of the countries in which it operates. Employees and candidates for employment or engagement shall be judged on the basis of their behaviour and qualifications to carry out their job without regard to race, gender, religion, sexual orientation, disability, age, marital status or political belief or any other attribute protected by law.

MONEYME is committed to acting in a manner that respects, supports and fosters human rights, including labour rights and modern slavery mitigation.

MONEYME does not tolerate discrimination, including sexual, physical or verbal harassment or other demeaning behaviour against any individual or group of people.

MONEYME does not tolerate bullying, violence or threats of violence.

MONEYME does not tolerate harassment, including sexual harassment.

Employees are required to adhere to any MONEYME policies relating to the treatment of others.

## **16. Acting Responsibly with Customers, Suppliers, Competitors and Others**

Employees dealing with customers, suppliers, partners, competitors, the community, the environment and other third parties must engage with such persons fairly, ethically, honestly and respectfully and in compliance with applicable laws and MONEYME policies. In particular:

- Employees must be fair, honest and open in all business dealings;
- Employees must not misrepresent MONEYME products, services or prices and must not make false claims about those of MONEYME's competitors;

- purchasing decisions must be based on such commercially competitive factors as quality, price, reputation and reliability and a supplier's level of service;
- Employees must read and follow MONEYME's Anti Bribery and Corruption Policy; and
- Employees must respect confidential information that is obtained through the business relationships.

If another Employee or outside party suggests acting in a manner contrary to the above, Employees must immediately report the incident to their manager or Human Resources.

## **17. Legal Actions**

Employees must notify MONEYME of any actual, proposed or potential legal action against MONEYME or its Employees. Employees must make this notification to their manager or Human Resources as soon as becoming aware of such an action.

Any actual, proposed or potential legal action by MONEYME or Employees on behalf of MONEYME against another party must be approved in advance by the Chief Executive Officer.

## **18. Reporting Non-Compliance with this Code**

Any Employee who knows or suspects on reasonable grounds a breach of this Code either has occurred, is occurring or might occur should report that information to:

- an officer or senior manager of MONEYME;
- a senior member of Human Resources;
- a member of MONEYME's Disclosure Committee established under the MONEYME Disclosure Policy; or
- a Whistleblower Protection Officer in accordance with MONEYME's Whistleblower Protection Policy, which is available in the corporate section of MONEYME's website.

Such reports will be treated confidentially to the extent possible consistent with MONEYME's obligation to deal with the matter openly and according to applicable laws.

No Employee will be subject to retaliation or victimisation for reporting a possible violation of this Code and may be protected under MONEYME's Whistleblower Protection Policy.

## **19. Consequences for Non-Compliance with this Code**

Adherence to this Code and MONEYME's policies is a condition of employment or engagement at MONEYME.

Breaches of the Code may be subject to disciplinary action including termination of employment or engagement, if appropriate.

## **20. Reviews and Changes to this Code**

The Board, in conjunction with the Audit and Risk Management Committee, will review this Code periodically to ensure that it is operating effectively and whether any changes are required.

The Board may change this Code from time to time by resolution.