



GLENNON  
SMALL COMPANIES LTD

Glennon Small Companies Limited  
ACN 605 542 229  
PO Box R281, Royal Exchange  
NSW 1225

Glennon Small Companies Limited

# Code of Conduct

---

**Glennon Small Companies Limited**  
ACN 605 542 229  
Level 3, 99 Bathurst Street Sydney NSW 2000

## **Code of Conduct**

### **1. Introduction**

This code of conduct applies to all Directors of Glennon Small Companies Limited (**Company**).

### **2. Purpose**

The purpose of this code of conduct is to:

- (a) articulate the high standards of honest integrity, ethical and law-abiding behaviour expected of Directors;
- (b) encourage the observance of those standards to protect and promote the interests of shareholders and other stakeholders (including suppliers and creditors);
- (c) guide Directors as to the practices thought necessary to maintain confidence in the Company's integrity; and
- (d) set out the responsibility and accountability of Directors to report and investigate any reported violations of this code or unethical or unlawful behaviour.

### **3. Honesty and integrity**

The Directors will act honestly, in good faith and in the best interests of the Company as a whole and will not engage in conduct likely to bring discredit upon the Company.

### **4. Diligence**

The Directors will use due care and diligence in fulfilling the functions of office and in exercising the powers attached to that office.

### **5. Independence**

The Directors will be independent in their judgement and actions, and take all responsible steps to be satisfied as to the soundness of all decisions taken by the Board of Directors.

### **6. Conflicts of interest**

The Directors acknowledge that there may be times when their personal or other interest conflict with those of the Company. In these circumstances, the Directors will take action to remove or manage the conflict, so as to avoid detriment to the Company or any perception of conflict or interest.

### **7. Corporate opportunities**

The Directors will not use the name of the Company for personal gain. The Directors will not use any information gained from their dealings with the Company for personal gain, nor allow any such information to be used for the personal gain of others or to the detriment of the Company or its members.

Any goods, services and facilities received from the Company will only be used for properly authorised purposes.

### **8. Confidentiality**

The Directors will take care to ensure that confidential information about the Company, the business of the Company, shareholders, suppliers and external service providers is properly

protected and not disclosed, except where that disclosure is authorised by the Board or required by law or a regulatory body.

**9. Fair dealing**

The Directors will deal fairly with the any officer, shareholder, competitor or external service provider of the Company and will maintain a high standard of responsibility as corporate citizens.

**10. Protection and proper use of assets**

The Directors will only use Company assets for legitimate business purposes or other purposes approved by the board and will use all reasonable endeavours to protect any Company asset and to ensure its efficient use.

**11. Compliance with laws, regulations, policies and procedures**

The Directors will abide by the law and any and all relevant Company policies at all times.

**12. Reporting of unlawful and unethical behaviour**

Any breaches of the law or unethical behaviour which becomes known to a Director must be reported to the Chairman or to the Board as a whole. Any breaches reported will be properly investigated and appropriate action will be taken.

Persons who report suspected breaches in good faith shall be protected from victimisation and their identity will not be disclosed without their consent, except where disclosure is required by law.

This code of conduct was approved and adopted by the board on or about 18 June 2015.