

IDT Australia Code of Conduct

MISSION, VISION AND VALUES

Mission

IDT Australia is a publicly listed pharmaceutical manufacturing company, built on specialist technical expertise and a mission to innovate pharmaceutical solutions (Active Pharmaceutical Ingredient through to Finished Dose Form), excelling in difficult to manufacture and high-containment products.

Vision

To develop and manufacture pharmaceutical products to improve the health of patients worldwide.

Values

We believe in quality in everything we do and we are committed to best-practice governance, quality assurance and global compliance methodologies.

We strive to innovate optimal solutions for our clients and partners, promoting efficiency, timeliness and responsiveness.

We promote a specialist culture of integrity, ownership, ambition for excellence and results.

CODE OF CONDUCT

Our employees contribute to the success of our organisation and that of our clients. Our employees have an obligation to the business, our clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and client trust.

Our Code of Conduct policy applies to all staff and provides the framework of principles for conducting business, dealing with other employees, clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. IDT employees will act consistent with our values and in the best interests of IDT. IDT employees will:

- Act and maintain a high standard of integrity, ethics and professionalism
 - Be responsible in the proper use of Company information, funds, equipment and facilities
 - Treat fellow staff members with respect and not engage in bullying, harassment or discrimination
 - Be considerate and respectful of the environment, company stakeholders and the community
 - Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers
- Avoid actual or apparent conflict of interests, promptly disclosing to a IDT senior manager, any interest which may constitute a conflict of interest and deal appropriately with any conflicts between their personal interests and their duties as a director, senior executive or employee
- Promote the interests of IDT
 - Perform duties with skill, honesty, care and diligence
 - Abide by policies, procedures and lawful directions that relate to your employment with IDT
 - Avoid the perception that any business transaction may be influenced by offering or accepting gifts
 - Under no circumstances may employees offer or accept money
 - Comply with all laws and regulations that apply to IDT and its operations
 - Any employee, who in good faith, raises a complaint or discloses an alleged breach of this Code of Conduct, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

IDT expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee in breach of this Policy may be subject to disciplinary action, including termination. Should an employee have doubts about any aspect of this Code of Conduct, they must seek clarification from their Line manager, Department Manager or People and Change.

This Code will be periodically reviewed to check that it is operating effectively and whether any changes are required to the Code.

Review of Policy

This Policy is reviewed at least on an annual basis. However the Board will review this Policy as often as the Board determines appropriate and make any changes it determines necessary or desirable.

Last Review Date:	23 rd June 2020
Approval Date:	30 th June 2020
Next Review by:	June 2021