

CODE OF CONDUCT

The Goodman Group (“the Group”) conducts its business in markets where integrity, fair dealing and reputation are critical. Accordingly, the Group has established policies and procedures to ensure that it complies with all relevant regulatory requirements. Employees are required to adhere to these policies and procedures at all times to ensure that the Group meets its regulatory obligations.

The Group seeks to behave professionally and to maintain a professional image. In this regard the Group permits only the Group Chief Executive Officer or their nominee to make any statements to the media or to issue any written media releases.

Guidelines

1. Employees are required to keep abreast of the Group’s policies and procedures by frequent review of policies maintained on the Intranet Homepage (GOTO).
2. Employees may be required to provide signed acknowledgements that they have read and understood these policies.
3. Employees are not permitted to use company stationery for non-authorized purposes or to publish the company name in any medium without the prior consent of the Group General Manager – Marketing.
4. In order to secure compliance with its policies it may be necessary from time to time for investigations to occur. All employees must co-operate fully with any such investigation, including providing access to locked cabinets, desks, lockers and any documents in the employee's control or possession.
5. Employees are required to immediately notify the Group General Counsel in writing if they are required by any regulatory body to provide information, answer charges or face proceedings in respect of any matter arising during their employment with the Group or any prior employment. This obligation also applies to any criminal proceedings that are commenced against an employee of the Group.
6. Employees are required to keep any and all Group information confidential except as necessary for marketing Group products and services. This obligation continues once employment has concluded and is set out more fully in your letter of offer and terms and conditions of employment.
7. Employees are required to seek approval from their relevant Regional Chief Executive Officer or their delegate before undertaking any directorship of a “for profit” entity. Similarly, employees are required to devote their time and attention during business hours exclusively to the discharge of their duties to the Group.
8. Employees are required to notify the Group General Counsel and/or the General Manager People & Services if they have reason to suspect fraud, corrupt, criminal or unethical conduct by any Director or employee of the Group. The Chairman of the Risk Management and Compliance Committee will immediately be notified and will take whatever action he/she deems appropriate to investigate and address the complaint. The Group may be required to report allegations or results of investigations to relevant authorities in accordance with statute.
9. Employees are prohibited from accepting payment or any other benefit in money or kind as an inducement or reward for any act or in connection with any matter or business transaction undertaken by or on behalf of the Group.
10. The Group remains the proprietor of all work performed by employees for the Group including material constituting copyright, registered and unregistered trademarks, patents, designs or any other information that is capable of being used or adopted for use by the Group.