

Code of Conduct

DDH1 Limited

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1. KEY PRINCIPLES OF OUR CODE OF CONDUCT

The key principles underpinning our Code of Conduct (“Code”) are:

- Our actions must be governed by the highest standards of honesty, integrity and fairness;
- Our decisions must be made in accordance with the spirit and letter of applicable law; and
- Our business must be conducted honestly and ethically, with our best skills and judgment, and for the benefit of our people, clients, shareholders, and DDH1 Limited (“DDH1”) alike.

The objectives of this Code are to:

- Provide a benchmark for professional behaviour throughout DDH1;
- Support DDH1’s business reputation and corporate image within the community;
- Make DDH1 Persons aware of the consequences if they breach this Code; and
- Ensure legal compliance within each operational jurisdiction.

2. INTRODUCTION

The purpose of this Code is to guide the behaviour of everyone in DDH1 (including all directors, employees, contractors, consultants and agency staff) (collectively “DDH1 Persons”).

All DDH1 persons are required to understand and comply with their obligations under this Code.

The board of directors of DDH1 (“Board”) is responsible for the contents of this Code and its periodic review 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.

The Chief Executive Officer and managers at all levels of DDH1 are responsible for ensuring that all DDH1 Persons understand and follow this Code.

Individuals or organisations contracting to, consulting for, or representing DDH1, or both, must comply with this Code in the same way as DDH1 Persons. DDH1 Persons who engage contractors or consultants should ensure that they are provided with a copy of relevant DDH1 policies, including this Code.

3. RESPONSIBILITIES

Each DDH1 Person is responsible for complying with this Code both in detail and in spirit. Everyone must:

- Act in accordance with DDH1’s values and the best interests of DDH1;
- Act ethically and responsibly;
- Treat fellow DDH1 Persons with respect and not engage in bullying, harassment, discrimination or other forms of detrimental conduct;
- Deal with customers and suppliers fairly;
- Disclose and manage any conflicts between DDH1’s interests and their personal interests;
- Protect DDH1’s business assets;
- Not take advantage of the property or information of DDH1 or its customers for personal gain or to cause detriment to DDH1 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 DDH1.

4. COMPLIANCE WITH LAWS AND REGULATIONS

DDH1 and all DDH1 Persons are to comply with all legislative and common law requirements which affect its business. If you are not sure that a proposed action is appropriate or have concerns or queries about specific legal issues connected with DDH1 then you should, where appropriate, discuss those issues with your manager or the HR Manager of DDH1. Where necessary, legal advice should be sought before any decision is made in relation to the issue.

5. FAIR TRADING AND DEALING

DDH1 aims to maintain the highest standard of ethical behaviour in conducting business and to behave with integrity in all dealings with clients, shareholders, government, DDH1 Persons, suppliers and the community.

When dealing with others, DDH1 Persons must:

- Perform their duties in a professional manner;
- Act fairly and with the utmost honesty, integrity and objectivity;
- Not misrepresent DDH1 products, services or prices and must not make false claims about those of DDH1's competitors;
- Make purchasing decisions based on such commercially competitive factors as quality, price, reputation and reliability and a supplier's level of service; and
- respect confidential information that is obtained through the business relationships; and
- Strive at all times to uphold DDH1's reputation and performance.

Q: A competitor has suggested that we each should focus on our existing customers and markets. He does not want me to poach customers or to explore other territories. What should I do?

A: Agreements not to poach customers or to stay out of each other's territories can be just as illegal as price fixing or bid rigging arrangements. Do not agree with what the competitor has suggested and report this matter to your manager.

6. RESPONSIBILITIES TO INDIVIDUALS

DDH1 is committed to the fair and equal treatment of all its DDH1 Persons and abides by Australian employment laws. DDH1 Persons 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 aspect protected by law.

DDH1 does not tolerate discrimination, including sexual, physical or verbal harassment or other demeaning behaviour against any individual or group of people.

DDH1 does not tolerate bullying, violence or threats of violence.

DDH1 Persons are required to adhere to any DDH1 policies relating to the treatment of others.

7. CONFLICTS OF INTEREST

DDH1 Persons must ensure that they:

- Avoid conflicts of interest; and
- Declare and manage conflicts of interest.

It is each individual's responsibility to identify and disclose conflicts of interest they may have.

7.1 Guidelines on what is a Conflict of Interest

(a) What is a Conflict of Interest?

A conflict of interest exists where competing professional or personal interest can compromise the fulfillment of duties in an impartial, professional and fair manner. A conflict of interest exists even if no unethical or improper act results and can create an appearance of impropriety that can undermine confidence, credibility or reputation.

You may have a conflict of interest if, in the course of your employment or engagement with DDH1:

- Any of your decisions lead to an improper gain or benefit to you or your associate; or
- Your personal interests, the interests of an associate, or relative, or obligation to some other person or entity, conflict with your obligation to DDH1.

A non-exhaustive list of information of examples that illustrate actual or apparent conflicts of interest is included in Attachment 1.

7.2 Disclosing Conflicts of Interest

Where DDH1 Persons consider that they have a conflict of interest, they must immediately disclose the details in the declaration form (refer Attachment 2 – Conflict of Interest Declaration Form) and express the conflict to their manager, in writing. The manager should forward the completed form to the HR Manager.

Your manager is responsible for maintaining the confidentiality of a disclosed conflict of interest. Your manager may disclose matters relating to a disclosed conflict of interest to others only:

- In order to assess where a conflict of interest exists;
- Where that disclosure is necessary or appropriate to properly manage the conflict of interest; or
- To comply with a lawful obligation to disclose those matters.

Q: My supervisor has asked me to take part in a tender selection process for a new supply contractor. My friend owns a drilling supply company and is one of the suppliers on the shortlist. Should I take part in the tender selection process?

A: You should remove yourself from the selection process and notify your supervisor immediately when you become aware of your friend's tender application. Although you may be able to exercise independent judgment, a perception of a conflict may have been created and will look to the other suppliers that your friend's company has an unfair advantage. You should also immediately disclose the details of a conflict of interest in the declaration form.

Q: Should I accept an all-expenses paid trip offered by a customer, the value which is likely to amount to several thousand dollars?

A: The acceptance of such a gift could be perceived as having the potential of unduly influencing or creating a business obligation. When you are offered or wish to provide a gift you must discuss the details of the proposed gift with your General Manager. Gifts greater than \$300 are required to be immediately disclosed by completing the Conflict of Interest Declaration Form.

Q: A good friend has applied for a role that will report to me. Am I allowed to hire them?

A: You can recommend an applicant to DDH1 and outline their attributes however the selection process must be conducted independently. The recruitment process must be objective and in accordance with DDH1's standard process. Interviews must be conducted by an independent DDH1 person to ensure that the candidate is selected based on merit and suitability for the role, not because of a personal relationship with you. You should also immediately disclose the details of a conflict of interest in the Conflict of Interest Declaration Form.

7.3 Assessing Disclosed Conflicts of Interest

The DDH1 Person's manager is responsible for assessing the disclosed conflict of interest to determine whether it represents a conflict of interest, as defined by this Code.

The manager may obtain reasonable additional information to inform his or her assessment, in consultation with the DDH1 Person.

The manager should seek assistance from the General Manager during the assessment of a disclosed conflict of interest if required. The manager may be referred to a third party for specialist advice.

The manager must advise the DDH1 Person of the outcome of their assessment in writing, providing reasons for the determination.

7.4 Managing a Conflict of Interest

Where a manager's assessment confirms the existence of a conflict of interest, they must promptly develop a strategy for managing the conflict of interest.

There are five key strategies for managing a conflict of interest, these include:

- Restrict - restrictions are placed on the DDH1 Person's involvement in the matters associated with the conflict of interest;
- Recruit - a disinterested third party is appointed to oversee the process that deals with matters associated with the conflict of interest;
- Remove - the DDH1 Person avoids all participation in matters associated with the conflict of interest;
- Relinquish – the material personal interest concerned is relinquished; or
- Resign – the DDH1 Person steps down from the position they hold on a temporary or ongoing basis.

The chosen management strategy must consider a number of factors, including:

- The nature of the conflict of interest;
- The interests of DDH1 with which the DDH1 Person's material personal interest conflict, could potentially conflict, or could reasonably be perceived to conflict; and
- The actions the DDH1 Person agrees to take to manage the conflict of interest.

7.5 Reviewing and Monitoring Conflict of Interest Management Strategies

The manager is responsible for reviewing and monitoring the conflict of interest management strategy to ensure that the objectives of the strategy are being achieved.

The DDH1 Person is responsible for informing their manager of any changes in the material personal interest giving rise to the conflict of interest that may impact on the management strategy.

7.6 Confidentiality and Record Keeping

The HR Manager will hold a central record of conflicts of interest and of complaints of conflict of interest.

All conflict of interest disclosures must be managed with consideration for the DDH1 Person's privacy.

All information relating to conflict of interest disclosure and management must be kept confidential and disclosed only in accordance with this Code.

All records relating to conflict of interest matters must be kept in accordance with DDH1's record keeping policies and procedures.

8. POTENTIAL TAKEOVERS, ACQUISITIONS OR OTHER “CHANGE OF CONTROL” TRANSACTIONS INVOLVING DDH1

DDH1 Persons 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, DDH1. 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 DDH1’s response to the approach.

Any DDH1 Person who is approached (even informally) by or on behalf of a potential bidder must:

- immediately notify his or her manager or the HR Manager of the approach, including the details of any inducement or incentive offered to that DDH1 Person or any other DDH1 Person;
- 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 DDH1 Persons unless specifically authorised by the Board and then only on terms approved by the Board (which must take into account DDH1’s continuous disclosure obligations, amongst other things).

9. PROTECTION OF PROPERTY AND ASSETS

DDH1 Persons must protect DDH1’s property and assets that are under their control and should safeguard them from loss, theft, damage and unauthorised use.

DDH1’s property and assets include: equipment, cash, securities, business plans, third party information, intellectual property (including computer programs, software, models and other items), confidential information, office equipment and supplies.

DDH1 Persons are encouraged to use common sense and observe standards of good taste regarding content and language when creating documents that may be retained by DDH1 or a third party.

DDH1’s electronic systems must not be used to access or post material that violates DDH1’s policies or any laws or regulations. The use of DDH1’s email and internet systems is for DDH1 business only.

Q: I saw my workmate placing company tools in his bag to take home. He told me that he was just borrowing the tools and would return them when he was back on his next rotation. Two rotations have now passed and I am sure the tools have not been returned. I don’t want to get my mate into trouble and create problems in the team. What should I do?

A: You must tell your manager what you saw. Your manager will then investigate the matter. Not reporting this would compromise your integrity and leave DDH1 exposed to further loss. If you are treated less favorably by your team after the incident you should notify your manager immediately. DDH1 will not tolerate any reprisal against a DDH1 Person who has made a report in good faith.

10. CONFIDENTIAL INFORMATION AND CONTROL OF INFORMATION

10.1 Protecting confidential information

Information that DDH1 considers private and that is not generally available outside DDH1, which may include information of third parties to which DDH1 has access (“confidential information”) and information that DDH1 owns, develops, pays to have developed or to which it has an exclusive right (“proprietary information”) must be treated by DDH1 Persons as follows:

- DDH1 Persons must ensure that they do not disclose any confidential information or proprietary information to any third party or other DDH1 Person 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 DDH1 Persons for valid business purposes, DDH1 Persons must:
 - take adequate precautions to seek to ensure that information is only used for those purposes for which it is provided and it is not misused or disseminated to DDH1’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 DDH1 Persons after their employment or engagement ceases.

If you are unsure whether information is of a confidential or proprietary nature, seek advice from your manager or the HR Manager before disclosure.

10.2 Control of information

DDH1 Persons must:

- return all DDH1 property including any documents or confidential information, on termination or on the request of DDH1 or its representatives; and
- if requested by DDH1 or its representatives, destroy or delete any confidential information stored in electronic, magnetic or optical form so that it cannot be retrieved or reconstructed.

DDH1 Persons must not make improper disclosure, including inadvertent or careless disclosure, of business strategies and plans, special methods of operation and other information that is confidential to or of competitive value to DDH1.

11. 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 DDH1 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, DDH1 Persons 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 DDH1, its competitors or any industry in which DDH1 operates.

DDH1 has adopted the DDH1 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 DDH1 Disclosure Policy is to keep the market fully informed of information that may have a material effect on the price or value of the DDH1’s securities, and to correct any material mistake or misinformation in the market.

DDH1 Persons should ensure that they are aware of the requirements of the DDH1 Disclosure Policy and, if it applies to them, they must act in accordance with the policy.

12. ANTI-BRIBERY AND ANTI-CORRUPTION AND RELATED EMPLOYMENT PRACTICES

12.1 Commissions and Payments

All commissions must be memorialized in writing and supported by required approvals. DDH1 prohibits the promise, payment, or acceptance of any commission that does not meet these requirements. In other words, “secret commissions” such as those that are not disclosed to DDH1, or purposely inflated payments to facilitate bribes or kickbacks, are strictly prohibited.

Before any commission is paid, it must be supported by full and appropriate documentation.

12.2 Bribes, Facilitation Payments, Inducements and Commissions

DDH1 Persons must not pay or receive any bribes, kickbacks, facilitation payments, inducements or commissions (this includes any item intended to improperly obtain favourable treatment or avoid unfavourable circumstances).

DDH1 Persons will not suffer any form of retaliation, reprisal or detriment from DDH1 for refusing to pay facilitation payments, inducements or commissions. Requests for bribes, facilitation payments, inducements or commissions must be reported to the HR Manager.

Q: I was requested to pay a processing fee to a particular government organization so that DDH1's application would be viewed as a priority and favorably. I need the application to be approved quickly. What should I do?

A: Given a written law or regulation does not require the payment of this processing fee, you should not pay it. If you pay the processing fee, DDH1 is receiving a benefit that is not legitimately due. Even if the processing fee is small, it can still be considered a bribe. You should also not get someone else to make the processing payment on DDH1's behalf as this is illegal and unacceptable. Requests for bribes, facilitation payments, inducements or commissions must be reported to the HR Manager.

DDH1 Persons should familiarise themselves with DDH1's Anti Bribery and Corruption Policy and ensure they act in full accordance with it.

12.3 Gifts, Travel, and Entertainment

DDH1 Persons should not seek to gain special advantage for DDH1 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. DDH1 Persons may accept or give gifts, favours, or entertainment only if permitted to do so by DDH1's policies relating to gifts and the gift, favour or entertainment is disclosed in accordance with those policies (if required). If you have any doubts, you should discuss the issue with your manager and, where appropriate, legal advice should be sought.

Q: A government official has suggested that it would be nice if DDH1 would fund a trip away with DDH1 management. DDH1 would need to pay for a flight to a capital city, tickets for a sporting event, dinner at a nice restaurant and accommodation at a nice hotel. The government official would like to get to know DDH1 management better. Is this appropriate?

A: Providing flights, accommodation and entertainment may constitute an attempt to influence to the government official improperly and should not occur in these circumstances. Improving the official's understanding of our operations is a legitimate business purpose and could be achieved by a site tour at DDH1's local operation. Requests for bribes, facilitation payments, inducements or commissions must be reported to the HR manager.

We encourage you not to accept a gift in circumstances where your business judgment might appear to have been compromised or influenced by the gift, or where you or DDH1 would be embarrassed if the gift was made public. You or a member of your family must not receive improper personal benefits as a result of your position. You or your relatives must not give unreasonable gifts to, or receive unreasonable gifts from, DDH1's clients or suppliers or others with whom DDH1 interacts unless approved by the General Manager. An unreasonable gift is one in excess of \$300.

12.4 Securities Trading

DDH1 Persons should familiarise themselves with DDH1's Securities Trading Policy and ensure they act in full accordance with it.

13. INTEGRITY IN FINANCIAL REPORTING

DDH1 is committed to providing accurate, timely and clearly understandable disclosures in reports on its results to shareholders, the ASX, ASIC and other regulators.

DDH1 Persons 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 DDH1's accounts. No information may be concealed by DDH1 Persons from either DDH1's internal or external auditors. No DDH1 Person may take any action to influence, coerce, manipulate or mislead DDH1's external auditors in order to produce misleading financial statements.

14. COMMUNITY

14.1 Politics

DDH1 Persons must not contribute DDH1 funds to any political party, politician, elected official or candidate for public office. It is acceptable for DDH1 to express its views to governments on subjects that affect DDH1's interests and operations. This must be done in a way that demonstrates high standards of ethics and complies with the law.

DDH1 Persons may be involved in events or activities organised by a political party, politician, elected official or candidate for public office provided that;

- Their involvement is for business briefing purposes only; and
- The activity is pre-approved by the General Manager.

Examples of activities that require registration and approval in advance by the General Manager include:

- Paying for tables at functions or events sponsored by or associated with any political party, politician or political candidate;
- Sponsoring "think tanks" affiliated or linked to political parties; or
- Being involved with any event organised by or on behalf of a political party for which a fee is paid.

Examples of prohibited political activities or contributions include:

- Sponsorship or hosting of functions or events organised by or associated with a political party, politician, elected official or candidate for public office with the purpose of raising funds;
- Free or discounted use of DDH1's premises or equipment as an in-kind donation to a political party; or
- Paying remuneration of a DDH1 Person working for a party or candidate during normal working hours (but not if the DDH1 Person takes paid leave to work for the party or candidate).

You may voluntarily participate in the political process as an individual. We ask that you do not engage in actions that could cause someone to believe that your actions reflect the views or position of DDH1.

15. LEGAL ACTIONS

Any actual, proposed or potential legal action against DDH1 or DDH1 Persons must be notified to your manager or the HR Manager as soon as becoming aware of such an action.

Any actual, proposed or potential legal action by DDH1 or DDH1 Persons on behalf of DDH1 against another party must be approved in advance by the Chief Executive Officer.

16. WHAT TO DO IF YOU SUSPECT THIS CODE HAS BEEN BREACHED

16.1 Reporting Channels

You are encouraged to report to your manager any genuine behaviour or situation which you believe breaches or potentially breaches this Code or law. Alternatively, you can report any unacceptable behaviour to the HR Manager or a Whistleblower Protection Officer established under DDH1's Disclosure Policy. Such reports will be treated confidentially to the extent possible consistent with DDH1's obligation to deal with the matter openly and according to applicable laws.

Managers to whom potential breaches are reported should notify the HR Manager who will assess the appropriate action to be taken in response to the report.

16.2 Investigations

Preliminary investigations of reported breaches are administered by the HR Department. If a breach of this Code is found to have occurred, a formal investigation process is administered by the HR Manager with the manager of the complainant and offending person.

In the investigation process, all DDH1 Persons are expected to cooperate with the directions of the HR Manager.

16.3 Non-Retaliation

DDH1 will not take any adverse action against anyone for providing truthful information relating to a violation of this Code or applicable law, and DDH1 will not tolerate any retaliation against persons asking questions or making good-faith reports of possible violations of this Code or applicable law. Anyone who retaliates or attempts to retaliate will be disciplined. Any person who believes he or she has been retaliated against should immediately notify their manager or the HR Manager.

17. CONSEQUENCES OF BREACHING THIS CODE

Penalties may be imposed for a breach of this Code, ranging from counselling, disciplinary action, including in extreme circumstances dismissal or termination of the contract of engagement. DDH1 will act objectively and in accordance with any applicable provisions or requirements in an employment contract.

DDH1 reserves the right to inform the appropriate authorities where it is considered that there has been criminal activity or an apparent breach of law.

18. WHO TO SPEAK TO IF YOU HAVE ANY QUESTIONS

If you have any questions regarding this Code or any of DDH1's policies at any time, you should contact the HR Manager or General Manager.

Similarly, if you believe that the application of this Code in a particular circumstance would be inappropriate or detrimental to DDH1, you must contact the HR Manager or General Manager to ask for clarification or request that an exception be made and this may include payments to protect DDH1 Person safety.

1. ATTACHMENT 1 – EXAMPLES OF ACTUAL OR APPARENT CONFLICTS OF INTEREST

The following are some common examples that illustrate actual or apparent conflicts of interest. The examples are intended to be a guide only.

1.1 Improper Personal Benefits

We encourage you not to accept a gift in circumstances where your business judgment might appear to have been compromised or influenced by the gift, or where you or DDH1 would be embarrassed if the gift was made public. You or a member of your family must not receive improper personal benefits as a result of your position. You or your relatives must not give unreasonable gifts to, or receive unreasonable gifts from, DDH1's clients or suppliers or others with whom DDH1 interacts unless approved by the General Manager. An unreasonable gift is one in excess of \$300.

1.2 Financial Interests in Other Businesses

You should avoid having a significant ownership interest or personal financial interest in any other enterprise if that interest compromises or appears to compromise your loyalty to DDH1. You must declare all personal financial interests that you or members of your family have in organisations which have established, or are attempting to establish, a business relationship with DDH1 or which compete with DDH1.

Personal financial interests include, among other things, interests resulting from the following relationships:

- Officer, director, DDH1 Person, contractor or independent contractor;
- Ownership of shares or other equity interest in a DDH1 Client or Supplier company
- Debtor or creditor (other than in respect of personal financing arrangements with a recognised financial institution, such as mortgages); or
- Lessee or lessor.

1.3 Related Party Transactions

Any transaction including supply contracts, service contracts or employment involving related parties must be declared to the HR Manager or General Manager. Once a potential related party transaction is identified then the DDH1 Person is to remove themselves from involvement in that transaction or contract.

1.4 Corporate Opportunities

You must not take advantage of property, information, or other opportunities arising from your position in DDH1. Participation in a joint venture, partnership or other business arrangement with DDH1 must be declared.

1.5 Personal Relationship

A conflict of interest will arise from a personal relationship if you have a family, business or personal relationship (including a personal financial interest, sharing living quarters or close personal relationship) with any other person within DDH1 and that relationship causes, or might reasonably be anticipated to cause, an inability on your part or their part to perform responsibilities objectively and impartially as far as the other party to the relationship is concerned.

1.6 Outside Memberships, Directorships, Employment and Public Office

DDH1 supports involvement of its people in community activities and professional organisations. However, any outside employment or activity must not conflict with a persons' ability to properly perform their work for DDH1, 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, you must carefully evaluate whether the position could cause, or appear to cause, a conflict of interest.

You must declare your outside membership, directorship, employment or public office. You must obtain prior written consent from your manager or the HR Manager where the proposed employment or position relates to an outside organisation that has or seeks to have a business relationship with a DDH1 company or competes with services provided by a DDH1 group company.

You may accept public office or serve on a public body in your individual private capacity, but not as a representative of DDH1. If such public office would require time away from work, you must comply with DDH1's policies regarding leave of absence and absenteeism.

1.7 Use of DDH1 Name

It is DDH1's policy to make available to all DDH1 Persons any company discounts with suppliers or other businesses that may be passed on to DDH1 Persons. However, you may not use DDH1's name or purchasing power to obtain personal discounts or rebates unless the discounts or rebates are made available to all DDH1 Persons.

1.8 Personal Beliefs

A conflict of interest exists where personal beliefs can compromise the fulfillment of duties in an impartial, professional and fair manner.

1.9 Political Participation

It is quite acceptable for DDH1 Persons to participate in political activities as an individual. DDH1 Persons must separate their personal views on policy issues from the performance of their official duties. This is an important part of professionalism and impartiality as DDH1 Persons.

1.10 Enmity Towards or Amity with another Person or Group or Both

DDH1 Persons must separate their personal views with another person or group or both from their performance of official duties.

2. ATTACHMENT 2 – CONFLICT OF INTEREST DECLARATION FORM

I hereby declare a: [tick as appropriate]

<i>Real conflict of interest</i>	<input type="checkbox"/>
<i>Potential conflict of interest</i>	<input type="checkbox"/>
<i>Perceived conflict of interest</i>	

I declare that the following details are the only direct or indirect personal relationships, affiliations or associations that I have with parties with whom I deal in my day to day work and that may give rise to any actual or perceived conflict of interest:

By signing below, I agree that I have made a full and frank disclosure of all relationships, affiliations or associations that may put me in a conflict of interest situation in performing my work, and of all unapproved consultancy work. I acknowledge that a failure to do so could result in disciplinary action being taken.

Signature

Date:

Print Name:

Position:
..