



Employee Conduct Guidelines

Seven West Media is committed to offering its employees an innovative and rewarding environment that encourages and fosters excellence. At times however, you may be confronted with uncertainty as to the standard of conduct Seven West Media expects of you. Seven West Media's Employee Conduct Guidelines will help guide you on how to act and clarify how Seven West Media expects you to perform.

If you need further clarification, please discuss this with your manager.

Work Ethic

You are expected to:

- perform your work duties to the maximum of your ability;
- meet the agreed position objectives and/or minimum accountabilities outlined in your position description or as discussed with your manager;
- operate in a fair and reasonable manner with your co-workers; and
- work cooperatively with your managers and colleagues, and follow appropriate instructions.

If you need further assistance to help you meet these standards, please speak with your manager to arrange training, coaching and clarify any areas of concern.

If you need to be absent from work for any reason please notify your manager as soon as possible (preferably before your normal workday or shift starts) explaining the reason and the likely time and date of your return to work. If your manager does not approve a period of annual leave and you take this leave without approval, either as sick leave or otherwise, Seven West Media will see this as serious misconduct that may justify instant dismissal.

A "Leave Application Form", available in Preceda, must be completed by you for all leave.

Outside Work

Any work undertaken outside of your role at Seven West Media must be approved by your manager in writing. You must not undertake any outside work is in conflict to your work at Seven West Media or is in competition with Seven West Media. Please refer to your employment contract which may also specifically exclude any type of employment outside of Seven West Media.

Safety

Seven West Media is committed to providing a safe, healthy and productive workplace. It is important that you take steps to ensure your own safety and the safety of those around you while at work. This includes following health and safety policies and procedures, complying with reasonable safety instructions, using protective clothing and equipment appropriately and complying with any risk assessment which is prepared in relation to the duties you perform. If you believe you may be injured while performing a task, you are obliged to report your injury with your Manager immediately and completed the SWM Incident Report form. Please report all incidents, including; hazards, near miss, personal injury/ condition, work injury, pain or discomfort and property damage/ loss within 24 hours. Please visit the Risk, Safety & Security page on the intranet for further information.

Confidentiality

Unauthorised disclosure of Seven West Media's company information including the misuse of Seven West Media's intellectual property (including for example, information concerning broadcast

schedules, program content, advertising agreements, employee benefits, salaries and conditions) is prohibited.

You must not provide private addresses and telephone numbers of employees or ex-employees to another person (internally or externally) without prior approval from the individual. For further details please refer to Seven West Media's Privacy Statement on the intranet.

Representations on behalf of Seven West Media

You must not act outside the scope of your delegated authority or misrepresent yourself or misuse your position on behalf of Seven West Media. Offers and acceptance of employment on behalf of Seven West Media can only be made through People and Culture. Offers to change terms and conditions of employment while employed by Seven West Media are only valid if made through People and Culture. You must not provide written references on behalf of Seven West Media or on Seven West Media letterhead without the express permission of the Group Executive, People and Culture.

Public Comment

You must not accept public speaking engagements or write for external publications in relation to Seven West Media, its operations, programs and production services without the prior approval of the Chief Executive Officer.

All media enquiries regarding Seven West Media, its operations, programs and productions are to be referred to the Director – Corporate Affairs.

Fair and Ethical Business

You are expected to behave openly, honestly and with integrity in your dealings with Seven West Media. You must not remove equipment, stock, cash, files, intellectual property or other property belonging to Seven West Media without proper authorisation and in accordance with Seven West Media's procedures. In addition, you must not mislead or defraud or assist another person to mislead or defraud fellow employees, customers, suppliers, contractors or Seven West Media in general. Fraudulent conduct will be taken very seriously and may lead to summary dismissal. For further details please refer to the Issue Escalation Guideline and the Fair Business Guideline on Seven West Media's intranet.

Seven West Media promotes and practices ethical business standards and policies in the management of its business and when engaging third-party suppliers, and expects you to respect and adhere to the same standards by taking steps such as conducting due diligence checks with respect to prospective suppliers and reporting any unlawful practices such as fraud, exploitative practices including forced labour or slavery/slavery-like practices observed in our supply chains. For further details please refer to the Procurement Policy.

Gifts, Conflict of Interest and Ethical Conduct

Other than in the course of routine business, you must not accept cash, gifts or gratuities from a supplier, agent, customer or contractor for any reason. However, you may accept non-cash gifts of nominal value used for promotional purposes by the donor. You must not put yourself in a position where your interests and Seven West Media's interests conflict.

Some authorised promotional activities with suppliers may involve the provision of gifts or rewards to employees which are either directly or indirectly funded by a supplier. Promotional activities involving the provision of gifts or rewards to employees must be expressly approved by your department manager.

Where you have any doubts regarding the acceptance of any gifts, goods or services, or conflict of interest please seek advice from your manager or People and Culture. For further details please refer to the Fair Business Guideline on Seven West Media's intranet.

You must act in Seven West Media's best interests at all times and be mindful of the impact of your behaviour on the reputation of Seven West Media. Employees working in news and public affairs should speak to their manager regarding Seven West Media's expectations regarding ethical conduct and conflicts of interest. You should avoid conflicts of interest. These can occur in a number of ways – presenters who accept cash or goods to promote a particular product or journalists who charge potential interviewees for media training. Generally, such activities are a breach of contract and should be declared to your manager with permission in writing always being sought before you undertake them,

Betting on Production

You are not permitted to place a bet or offer odds on any aspect of the Program for financial or other gain prior to or during the production of the Program, or request, authorise or encourage any other person to do so, on your behalf or their own behalf, based on information given to them by you.

Obligation to Disclose Relevant Information

You have an obligation to inform Seven West Media of any change in circumstances that may affect your ability to perform your normal duties. If your circumstances change in this way you must notify your manager immediately.

Use of Seven West Media's Assets

You must not deliberately misuse or damage Seven West Media's property in your possession, care or custody.

When using Seven West Media's property or equipment, you must follow instructions provided to you in order to minimise the risk of personal injury to you or others. You must not use Seven West Media assets, intellectual property or the services of other employees (including contractors) for private use or gain.

Working Environment

We work in an industry where alcohol may be served at functions we are required to attend. You must ensure any alcohol that is consumed at work functions is always at a responsible level. Alcohol consumption that leads to bad and inappropriate behaviour or a lack of judgement has a direct impact on Seven West Media's image. Any breach of responsible drinking at a work function may lead to disciplinary action including termination. Be mindful of the example you set for others and where possible ensure that fellow workers drink responsibly and follow these guidelines. You must not work whilst under the influence of alcohol.

The use, possession of or being under the influence of illicit drugs at work or during work functions is prohibited and may lead to termination.

Employees are not permitted to smoke (including e-cigarettes and vapers) on Seven West Media's premises, except in designated smoking areas.

Everyone at Seven West Media has a legal obligation not to discriminate against or harass any employee, agent, contract worker, contractor, supplier or visitor. Please see Seven West Media Workplace Behaviour Guidelines found on the intranet for further information.

You are expected to act in a courteous, respectful manner at all times when dealing with fellow employees, suppliers, contractors, customers and the general public.

Your standard of appearance should be neat, clean and appropriate for your particular work area and function. For further details please refer to Seven West Media's Personal Presentation Guidelines.

Filming outside of Australia

You must at all times during the Production Period comply with all applicable laws. You should also note that if travel is required by Seven West Media during the Production Period, the laws of a foreign

country may apply to you. You are not immune to prosecution under such foreign laws simply because you are participating in the Program.

Change

Seven West Media is continually identifying and introducing new programs, systems and methods of work. In this demanding environment, Seven West Media expects you to remain open-minded about change and to collaboratively support and embrace new ideas and programs.

Environment

Seven West Media and all employees are responsible for maintaining and protecting the environment. You should always consider the impact of your actions on the environment and local community, including in relation to the disposal of waste, use and storage of chemicals and use of natural resources.

Seven West Media's Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is available to all employees and their immediate family. The EAP is a free, professional and confidential counselling service run independently by Prima Careers. It provides counselling and assistance to help resolve or deal with personal problems and issues which may be affecting your work or home life. The program is completely confidential and details of individual use by employees are not reported to Seven West Media.

If a personal problem appears to be affecting your work performance, you may be referred to the EAP by a supervisor or manager. Equally, you may refer a colleague to the program if you feel it would help.

For more information on the EAP please visit the People Portal, Health and Wellness Gateway or contact People and Culture.

Policies and Guidelines

Seven West Media's policies, procedures, statements and guidelines do not form part of your contract of employment and are not intended to be contractual in nature. Seven West Media may vary or rescind any policies, procedures, statements or guidelines from time to time, in its absolute discretion and without limitation.

Version Control

The following table details the current and any previous versions of this document (latest version is always shown on top):

Version	Date of release	Key changes from previous version
October 2020		Updated
June 2019	June 2019	Updated
November 2018	November 2018	Updated
May 2018	June 2018	Updated
October 2017	October 2017	Updated
June 2012	July 2012	Updated
February 2009	March 2009	Updated

This document is for internal purposes of Seven West Media only and must not be distributed to external parties.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the Seven West Media Employee Conduct Guidelines.

I understand that I have access to all Seven West Media's Policies and Guidelines via the intranet and that they are there for my reference.

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Signed

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Name (Please Print)

...../...../.....

Date

Please detach this page, indicate your acknowledgement of its contents by signing above and return it with your other new starter document.