

# Cabcharge Australia Limited

*Last Updated: February 2012*

**CODE OF ETHICS  
AND CONDUCT  
POLICY**

## **1. PURPOSE**

Cabcharge Australia Limited and its related companies (Cabcharge) are committed to operating the business of Cabcharge openly and transparently. Cabcharge is accountable to its shareholders and a range of other stakeholders. To ensure that Cabcharge operates its business openly and transparently all staff members are bound by this Code of Ethics and Conduct.

The purpose of this Code is to set out the expected standards of ethics and conduct that staff members are required to follow at work, at work related functions and activities, and whilst representing Cabcharge.

## **2. OBLIGATIONS OF STAFF MEMBERS TO COMPLY WITH THE CODE OF ETHICS AND CONDUCT**

All staff members must comply with this Code.

### **3. THE CODE**

- 3.1 All staff members must act honestly, fairly and decently whilst working for or representing Cabcharge.
- 3.2 All staff members agree to carry out their tasks and duties having due regard to all relevant legislation applicable to Cabcharge and its operations.
- 3.3 Staff members must not misrepresent their qualifications, capacity or experience or knowingly delegate assigned tasks to unqualified persons.
- 3.4 Staff members must not enter into any arrangement or participate in any activity that would, or could reasonably be expected to, conflict with the interests of Cabcharge or its shareholders.
- 3.5 Staff members must actively promote Cabcharge and must not do any act that would, or could reasonably be expected to, harm the reputation of Cabcharge.

## **4. CABCHARGE'S RESPONSIBILITIES TO THE COMMUNITY**

Cabcharge plays an important role in the broader Australian community and strives to help build a better community for all Australians.

## **5. CABCHARGE'S RESPONSIBILITIES TO SHAREHOLDERS**

Cabcharge is committed to delivering shareholder value. Cabcharge strives to operate the Company efficiently and pays great attention to risk management practices (including the operation of the Audit Committee), best operational practice and the Board's oversight of strategic and business operations.

## **6. DUE CARE AND DILIGENCE**

All Cabcharge employees must exercise due care and diligence in the performance of their duties. All staff are expected to display:

- Attention to detail;
- Awareness of how other staff members are affected by their work and conduct;
- Honesty;
- Courtesy ;
- An appropriate level of sensitivity.

Employees must protect the confidentiality of Cabcharge's information and trade secrets.

## **7. CONFLICTS OF INTEREST**

A staff member who is, or could be at risk of being, subject to any conflict of interest as a result of their employment or engagement with Cabcharge must immediately report the conflict or potential conflict to their supervisor or manager. The staff member's supervisor or manager must then report the conflict to the Company Secretary so for referral to the Chairman.

## **8. CORPORATE OPPORTUNITIES**

Cabcharge staff members agree not to take advantage of their position or engagement with Cabcharge in any manner not contemplated by Cabcharge.

Staff members must not use information learnt from Cabcharge for personal gain or to compete with Cabcharge.

## **9. CONFIDENTIALITY**

Staff members who come into contact with confidential or commercially sensitive information as a result of their employment activities agree not to use that information in any manner whatsoever not contemplated by Cabcharge or in any manner that may harm Cabcharge or its operations. Unless under compulsion of law, staff members are not permitted to disclose or use any confidential or commercially sensitive information obtained from either Cabcharge or a party dealing with Cabcharge in any manner which may result in a personal gain for the employee or may result in harm or detriment to Cabcharge or the third party.

## **10. COMPLIANCE**

Cabcharge employees agree to comply with all workplace laws and policies including directions made by WorkCover or any other regulatory body.

Unlawful discrimination and sexual harassment are not acceptable at Cabcharge under any circumstances.

**11. USE OF COMPANY ASSETS**

Staff members involved in acquiring or maintaining assets for Cabcharge must ensure that all assets owned/leased by Cabcharge are fit for the purpose for which they were acquired. Staff members agree to use Cabcharge assets exclusively for legitimate Cabcharge purposes and agree not to make personal use of Cabcharge assets. Any fault or potential fault detected by a staff member should be reported to the appropriate supervisor or manager without delay.

**12. CABCHARGE SHARE DEALINGS**

Staff members agree to deal with Cabcharge shares only in accordance with the Share Trading Policy.

**13. PRIVACY**

Cabcharge respects the privacy of its staff members. Any personal information gathered about staff members or third parties must be dealt with in accordance with the Cabcharge Privacy Policy.

**14. BREACH OF THE CODE**

A breach of this Code is a serious matter and may result in termination of employment.