



Peter Warren  
Automotive  
Holdings

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## CP30 Code of Conduct

Peter Warren Automotive Holdings Limited (ACN 615 674 185)

Adopted by the Board of Directors on 21 September 2022<sup>1</sup>

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<sup>1</sup> finalised by the Chair of the People & Remuneration Committee under delegation from the Board.

## 1 Introduction

- (a) This code of conduct, which has the full endorsement of the board of directors (**Board**) of Peter Warren Automotive Holdings Limited (ACN 615 674 185) (**Company**), sets out the way the Company and its subsidiaries (collectively, (**Peter Warren Automotive**)) conducts business (**Code**). Peter Warren Automotive will carry on business honestly and fairly, acting only in ways that are consistent with its values of Growth, Integrity, Focus and Teamwork (**Values**) and reflect well on Peter Warren Automotive in strict compliance with all laws and regulations.
- (b) The purpose of this Code is to guide the behaviour of everyone in Peter Warren Automotive (including all Directors of Peter Warren Automotive and its related entities, employees, contractors, consultants, and managers, including temporary employees and contractors (collectively, **Employees**) by clearly stating Peter Warren Automotive's firm commitment to behaving honestly, fairly and consistently with our Values.
- (c) All Employees are required to understand and comply with their obligations under this Code.
- (d) This Code is provided to all employees on appointment and is made available to all Employees in the corporate section of Peter Warren Automotive's website.
- (e) If Employees are not sure that a proposed action is appropriate, they should ask their manager or their People and Culture department (**People and Culture**) for guidance before acting by emailing [hr@pwah.com.au](mailto:hr@pwah.com.au).
- (f) This Code should be read in conjunction with the Company's :
  - (i) Statement of Values on the Company's website
  - (ii) Alcohol and Drugs Policy;
  - (iii) Fraudulent Transactions Policy;
  - (iv) Workplace Behaviour Policy Policy;
  - (v) Company Traffic Rules Policy;
  - (vi) Intellectual Property Policy;
  - (vii) Non-Licensed Driving Policy;
  - (viii) Recruitment Policy ;
  - (ix) Privately Owned Vehicles for Sale Policy;
  - (x) Conducting Private Business at Work Policy; and
  - (xi) Information Technology Policy .

Copies of these policies can be found on PitStop, the company's intranet.

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## 2 Responsibilities

- (a) The Board is responsible for the contents of the Code and its annual review.
- (b) The Chief Executive Officer and managers at all levels of Peter Warren Automotive are responsible for ensuring that all Employees understand and follow this Code.
- (c) Each Employee is responsible for complying with this Code both in detail and in spirit. Everyone must:
  - (i) act in accordance with Peter Warren Automotive's Values and the best interests of Peter Warren Automotive;
  - (ii) act with integrity – being honest, ethical, fair and trustworthy in all business dealings and relationships;
  - (iii) comply with all laws and regulations that apply to Peter Warren Automotive and its operations; and
  - (iv) act ethically and responsibly;
  - (v) treat fellow employees with respect and not engage in bullying, harassment, discrimination or other forms of detrimental conduct;
  - (vi) deal with customers and suppliers fairly;
  - (vii) disclose and manage any conflicts between Peter Warren Automotive's interests and their personal interests;
  - (viii) protect Peter Warren Automotive's business assets;
  - (ix) not take advantage of the property or information of Peter Warren Automotive or its customers for personal gain or to cause detriment to Peter Warren Automotive or its customers;
  - (x) not take advantage of their position or the opportunities arising or any opportunities arising from their position for personal gain; and
  - (xi) report breaches of this Code to an appropriate person within Peter Warren Automotive.
  - (xii) Comply with policies which relate to or form part of this code.
- (d) It is the responsibility of all of Peter Warren Automotive's people, including managers and other leaders, to ensure ethical conduct is recognised and valued throughout Peter Warren Automotive.

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## 3 Consultants' responsibilities

Individuals or organisations contracting to, consulting for, or representing Peter Warren Automotive, or both, must comply with this Code in the same way as Peter Warren Automotive employees. Peter Warren Automotive employees who engage contractors or consultants should

ensure that they are provided with a copy of relevant Peter Warren Automotive policies, including this Code.

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## 4 Compliance with law

- (a) Peter Warren Automotive will only conduct business by lawful and ethical means. As legal responsibilities change, Employees at all levels must keep themselves informed and comply with all legal responsibilities.
  - (b) We encourage you to:
    - (i) actively understand the laws which affect or relate to the Company's operations
    - (ii) interpret the law in a way which reinforces the Company's reputation for integrity
    - (iii) participate in training programs when offered by the Company or external parties
  - (c) .
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## 5 Avoiding conflicts of interest

- (a) Employees must avoid any situations involving divided loyalty or a conflict between their personal interests and those of Peter Warren Automotive. Employees faced with conflicting interests must report it to their manager or Human Resources.
- (b) In particular:
  - (i) Employees and any organisation in which they or their family have a significant interest must not compete with, or have business dealings with Peter Warren Automotive;
  - (ii) Subject to clause 7 (c), Employees must not work or consult for, or have any other key role in, an outside business organisation which has dealings with Peter Warren Automotive or is a competitor of Peter Warren Automotive;
  - (iii) Employees must not enter into any arrangement or participate in any activity that conflicts with Peter Warren Automotive's best interests or is likely to negatively affect Peter Warren Automotive's reputation;
  - (iv) Employees must not use Peter Warren Automotive's assets for any purpose other than for Peter Warren Automotive's business purposes or interests;
  - (v) Employees must not make improper use of their employment with Peter Warren Automotive, their position or role in Peter Warren Automotive, or information obtained because of their position, to gain an advantage for themselves or anyone else, to Peter Warren Automotive's detriment; and
  - (vi) Employees must not buy or sell shares in Peter Warren Automotive or any other companies at any time when they are aware of price sensitive information about

Peter Warren Automotive, which has not been disclosed to the Australian Securities Exchange. All Employees must read and follow the Peter Warren Automotive Securities Trading Policy at all times.

- (vii) *Employees who are in a close relationship, including any romantic, intimate (marriage, dating, co-habiting or civil partnerships), as well as close family relationships (parents, siblings or children) must not have a direct reporting line. In the event of a conflict of interest arising due to a close relationship, disclosure to the Head of People and Culture applies. Any adjustments required will be made in order to address any issues and concerns in these situations to be consistent with relevant employment obligations. These include but not limited to, temporary or permanent changes to workplace arrangements, reporting lines, decision making authority. All changes are to be made in consultation with both parties with business requirements in mind.*

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## **6 Potential takeovers, acquisitions or other “change of control” transactions involving Peter Warren Automotive**

- (a) Employees 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, Peter Warren Automotive. Such an approach might be made informally (for example by enquiry or overture) and/or through an intermediary or advisor to the potential bidder.
- (b) The Board must be immediately informed of any approach (no matter what the form of the approach) and will establish protocols for Peter Warren Automotive’s response to the approach.
- (c) Any Employee who is approached (even informally) by or on behalf of a potential bidder must:
  - (i) immediately notify the Company Secretary and Head of People and Culture of the approach, including the details of any inducement or incentive offered to that Employee or any other Employee;
  - (ii) cease communications with the potential bidder until communication protocols are established and then only if so authorised under those protocols;
  - (iii) 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
  - (iv) ensure that the approach is not discussed with customers, suppliers or other Employees unless specifically authorised by the Board and then only on terms approved by the Board (which must take into account Peter Warren Automotive’s continuous disclosure obligations, amongst other things).

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## **7 Outside memberships, directorships, employment and public office**

- (a) Peter Warren Automotive supports involvement of its employees in community activities and professional organisations. However, outside employment or activity must not conflict

with an Employee's ability to properly perform their work for Peter Warren Automotive, nor create a conflict (or the appearance of a conflict) of interest.

- (b) 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. If there is any question, consult your manager or People and Culture Department .
- (c) You must obtain prior written consent from your manager or People and Culture Department where the proposed employment or position relates to an outside organisation that has or seeks to have a business relationship with a Peter Warren Automotive company or competes with services provided by a Peter Warren Automotive group company.
- (d) You may accept public office or serve on a public body in your individual private capacity, but not as a representative of Peter Warren Automotive. If such public office would require time away from work, you must comply with Peter Warren Automotive's policies regarding leave of absence and absenteeism.
- (e) Notwithstanding the above, if an executive director, Chief Executive Officer or Chief Financial Officer wishes to accept an outside directorship position with a company or non-profit organisation, such person must first obtain the prior written consent of the Chair.

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## 8 Protection and proper use of Peter Warren Automotive's assets

- (a) All Employees must use their best efforts to protect Peter Warren Automotive's assets and other resources including plant, equipment, and other valuable property including confidential information and intellectual property such as trademarks, registered designs and copyrighted material, from loss, theft and unauthorised use.
- (b) The use of Peter Warren Automotive time, materials, or facilities for purposes not directly related to company business, or the removal or borrowing of company property without permission is prohibited. Incidental personal use of such company resources as computers, phones, faxes, copiers and internet access is permitted in accordance with Peter Warren Automotive's IT policies, but Employees must ensure that Peter Warren Automotive's interests are not harmed.

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## 9 Protecting confidential information

- (a) Information that Peter Warren Automotive considers private and that is not generally available outside Peter Warren Automotive, which may include information of third parties to which Peter Warren Automotive has access (**Confidential Information**) and information that Peter Warren Automotive owns, develops, pays to have developed or to which it has an exclusive right (**Proprietary Information**) must be treated by Peter Warren Automotive employees as follows:
  - (i) Employees must ensure that they do not disclose any Confidential Information or Proprietary Information to any third party or other Employee who does not have a valid business reason for receiving that information, unless:
    - (A) allowed or required under relevant laws or regulation; or
    - (B) agreed by the person or organisation whose information it is; and

- (ii) if Confidential Information or Proprietary Information is required to be provided to third parties or other Employees for valid business purposes, Employees must:
    - (A) 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 Peter Warren Automotive's detriment; and
    - (B) take steps to ensure that the information is returned or destroyed when the purpose is complete.
    - (C) These obligations continue to apply to Employees after their employment or engagement ceases.
    - (D) If you are unsure whether information is of a confidential or proprietary nature, seek advice from your manager or People and Culture Department before disclosure.
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## 10 Control of information

- (a) Employees must:
    - (i) return all Peter Warren Automotive property including any documents or confidential information, on termination or on the request of Peter Warren Automotive or its representative; and
    - (ii) if requested by Peter Warren Automotive or its representative, destroy or delete any confidential information stored in electronic, magnetic or optical form so that it cannot be retrieved or reconstructed.
  - (b) Employees 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 Peter Warren Automotive.
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## 11 Public communications and disclosures

- (a) 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 Peter Warren Automotive 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, Employees 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 Peter Warren Automotive, its competitors or any industry in which Peter Warren Automotive operates.
- (b) Peter Warren Automotive has adopted the Peter Warren Automotive 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 Peter Warren Automotive Disclosure Policy is to keep the market fully informed of information that may have a material effect on the price or value of Peter Warren Automotive's securities, and to correct any material mistake or misinformation in the market.

- (c) Employees should ensure that they are aware of the requirements of the Peter Warren Automotive Disclosure Policy and, if it applies to them, they must act in accordance with the policy.
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## 12 Gifts, gratuities and entertainment

- (a) Peter Warren Automotive does not permit or tolerate giving or taking bribes, kickbacks or gratuities or any other payments or promises for favourable treatment or as an inducement for doing business. However, Peter Warren Automotive allows the acceptance of token gifts and entertainment provided they are appropriate to the intended business purpose and consistent with local business practice and laws.
  - (b) Employees should not seek to gain special advantage for Peter Warren Automotive 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.
  - (c) Employees may accept or give gifts, favours, or entertainment only if permitted to do so by Peter Warren Automotive's Anti-Bribery and Corruption Policy and the gift, favour or entertainment is disclosed in accordance with that policy (if required).
  - (d) If Employees have any doubts about whether a gift or benefit complies with this Code or Peter Warren Automotive's policies, they should promptly discuss it with their manager or Human Resources.
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## 13 Integrity in financial reporting

- (a) Peter Warren Automotive is committed to providing accurate, timely and clearly understandable disclosures in reports on its results to shareholders, the Australian Securities Exchange, Australian Securities and Investments Commission and other regulators.
- (b) Employees responsible for the preparation of such reports are responsible for the integrity of the information contained in, or which forms the basis of, such reports and are expected to exercise the highest standard of care in preparing materials for public communications.

Those reports and communications should:

- (i) comply with any applicable legal requirements and accounting standards;
  - (ii) fairly and accurately reflect the transactions or occurrences to which they relate;
  - (iii) not contain any false or intentionally misleading information, nor intentionally misclassify information; and
  - (iv) be in reasonable detail and recorded in the proper account and in the proper accounting period.
- (c) All material financial information and disclosure must be accurately represented in Peter Warren Automotive's accounts. No information may be concealed by Employees from either Peter Warren Automotive's internal or external auditors. No Employee may take any



action to influence, coerce, manipulate or mislead Peter Warren Automotive's external auditors in order to produce misleading financial statements.

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## 14 Responsibility to individuals

- (a) Peter Warren Automotive is committed to the fair and equal treatment of all its Employees and abides by the employment laws of the countries in which it operates. Employees 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.
  - (b) Peter Warren Automotive does not tolerate discrimination, including sexual, physical or verbal harassment or other demeaning behaviour against any individual or group of people.
  - (c) Peter Warren Automotive does not tolerate bullying, violence or threats of violence.
  - (d) Employees are required to adhere to any Peter Warren Automotive policies relating to the treatment of others.
  - (e) .
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## 15 Acting responsibly with customers, suppliers, competitors and others

- (a) Employees dealing with customers, suppliers, partners, competitors and other third parties must engage with such persons fairly, ethically, honestly and respectfully and in compliance with applicable laws and Peter Warren Automotive policies. In particular:
    - (i) Employees must be fair, honest and open in all business dealings;
    - (ii) Employees must not misrepresent Peter Warren Automotive products, services or prices and must not make false claims about those of Peter Warren Automotive's competitors;
    - (iii) purchasing decisions must be based on such commercially competitive factors as quality, price, reputation and reliability and a supplier's level of service; and
    - (iv) Employees must respect confidential information that is obtained through the business relationships; and
    - (v) Employees must utilise effective communication in all business dealings.
  - (b) If another Employee or outside party suggests acting in a manner contrary to the above, this must be immediately reported to your manager or People and Culture Department.
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## 16 Legal actions

- (a) (a) Where legal action has been anticipated or commenced and can affect their employment and / or the safety of others, Employees must notify their Manager, the People and Culture Department or the Company's internal Legal Counsel. Any actual, proposed or potential legal action by Peter Warren Automotive or Employees on behalf of Peter Warren

Automotive against another party must be approved in advance by the Chief Executive Officer.

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## 17 Reporting non-compliance with this Code

- (a) Any Employee who knows or suspects on reasonable grounds a breach of this Code either has occurred, is occurring or might occur (**Reporting Party**) should report that information to:
    - (i) an officer or senior manager of Peter Warren Automotive;
    - (ii) a senior member of People & Culture;
    - (iii) a member of Peter Warren Automotive's Disclosure Committee established under the Peter Warren Automotive Disclosure Policy, which is available in the corporate section of Peter Warren Automotive's website; or
    - (iv) a Whistleblower Protection Officer in accordance with Peter Warren Automotive's Whistleblower Protection Policy, which is available in the corporate section of Peter Warren Automotive's website.
  - (b) Peter Warren Automotive will take all complaints seriously, act appropriately and within an appropriate time frame and communicate to the Reporting Party when the issue is resolved.
  - (c) Such reports will be treated confidentially to the extent possible consistent with Peter Warren Automotive's obligation to deal with the matter openly and according to applicable laws.
  - (d) No Employee will be subject to retaliation or victimisation for reporting a possible violation of this Code and may be protected under Peter Warren Automotive's Whistleblower Protection Policy.
  - (e) Employees must provide on an annual basis a confirmation on their compliance and understanding of the Code.
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## 18 Consequences for non-compliance with this Code

- (a) Adherence to this Code and Peter Warren Automotive's policies is a condition of employment or engagement at Peter Warren Automotive.
  - (b) Peter Warren Automotive will consider the seriousness of breaches of this Code and any unacceptable performance and/or behaviour when assessing what disciplinary action may be appropriate.
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## 19 Reviews and changes to this Code

- (a) The Board, in conjunction with the People & Remuneration Committee, will review this Code periodically to oversee that it is operating effectively and to decide whether any changes are required.
  - (b) The Board may change this Code periodically by resolution.
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