

CONFLICT OF INTEREST POLICY

POLICY OVERVIEW & OBJECTIVES

This Policy provides a framework for all Ryan Wilks staff and management to undertake their responsibilities in such a way as to meet their legal and moral obligations to protect and further the interests of Ryan Wilks. This policy clarifies conflict of interest, principals and process for employees and staff.

DEFINITION OF CONFLICT OF INTEREST

For the purposes of this policy, a conflict of interest is "Any situation where a Ryan Wilks stakeholder may be in a (or may potentially be in) a position of being involved in a decision or action where they may not be perceived to be able to put Ryan Wilks interest first and foremost".

PRINCIPALS

Except as noted in "Notifying a Real, Perceived or Potential Conflict of Interest" below, no person may be involved in any decision or action where;

- Their involvement is contrary to statute or Ryan Wilks policies and procedures
- They, or any relative, partner or friend, or any organisation in which they have equity or of which they are an employee or board member, may benefit financially or in any other material way from the outcome of the decision
- The information provided to them in the process of formulating the decision is likely to be communicated to any party or in any way which harms Ryan Wilks interests or which breaches Ryan Wilks Privacy Policy.

NOTIFYING A REAL, PERCEIVED OR POTENTIAL CONFLICT OF INTEREST

Any person who believes they may have a conflict of interest should report the details immediately. The details should be reported to the General Manager

All conflict of interest occurrences will be minuted at in the Minutes of Ryan Wilks Weekly Management Meeting.

ASSESSING AND RESOLVING CONFLICTS OF INTEREST MATTERS

The person with a conflict of interest may only continue to be involved in a decision or action where the person responsible is reasonably satisfied that the conflict of interest is not likely to harm the interests of Ryan Wilks.

If the responsible person decides that the person with the conflict of interest is able to discharge their duties and responsibilities to the maximum benefit of Ryan Wilks despite the conflict of interest they may have continued involvement in a decision or action.

SCOPE

The principals outlined in this policy apply to all of Ryan Wilks activities, included but not limited to:

- Management Meetings
- Recruitment and selection of apprentices and staff

mechanical | electrical | building | air conditioning | fire

Sydney (Head Office) | 23/28 Vore Street Silverwater NSW 2128 | P.O Box 7063 Silverwater 2128 | P: 02 9748 1211 | F: 02 9748 8916

Brisbane | 4/53 Metroplex Avenue Murarrie QLD 4172 | P: 07 3399 4999 | F: 07 3399 4666

- Remuneration and termination of staff or apprentices
- Purchasing from Suppliers
- Quotations, Tenders, offer's and expressions of interest to customers, clients, buyers or purchasers
- Placement of apprentices

This policy will be formally reviewed again May 2025



Ron Ryan

General Manager

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