



Code of Conduct

February 2021

**make
everyday
better.**

Creative people together transforming our world

Our Code, Our Compass

Dear colleagues,

Beca is one of Asia Pacific's largest professional services consultancies, with a significant reputation as a client focused, values based and purpose driven organisation. We benchmark all our actions and decisions against our purpose - make everyday better - and our values of partnership, tenacity, enjoyment, and care.

As a member of the Beca family, each of us is committed to our shared values and we strive do the right thing by our people, our company, our clients and by the communities in which we operate.

Our Code of Conduct represents the way we do things at Beca. It provides an umbrella framework for the standards to which we hold ourselves and it helps us maintain our social contract with each other and with our clients and communities. It supports us in making decisions that are aligned with our commitment to conducting business with ethics, trust and integrity.

The Beca Code of Conduct also supports us in understanding what it means to be part of the Beca family. We are not bystanders to negative behaviour, we call it out and we address it. It's how we look after each other and those around us.

We want to be an organisation that people aspire to work in, where they feel they belong, and where they can bring their whole selves to work.

Please familiarise yourself with our Code of Conduct and if you become aware of any behaviour that is inconsistent with it, please do speak up. While it's not always easy to do so, you could make a genuine difference to all those impacted or involved, and you will be supported. We all recognise that the standard we walk past is the standard we accept.

Ultimately, while each of us is responsible for our own decisions and actions, please know that Beca's leadership team and Board stands behind every one of you in upholding our integrity and our values. Let's keep making everyday better

Sincerely,

Greg Lowe
Group Chief Executive



Vision purpose & values

Our purpose

**make
everyday
better.**

Our vision

**Creative people
together
transforming
our world**

Our values

Partnership

We value enduring relationships with our clients, communities and colleagues across the globe. Ownership, trust and integrity are fundamental to our teamwork.

Enjoyment

We embrace our differences, celebrate our achievements and personal growth, and have fun along the way. We thrive on challenges and take pride in what we deliver.

Tenacity

We stick by our clients, seek to understand all the issues, and deliver successful outcomes. Our attitude, technical skills and systems empower innovation.

Care

We have the courage to make a difference and to not let each other down. Respect for each other, our clients, the environment and our communities empowers us to deliver a safer and more sustainable future.

Who does this apply to?

The Beca Code of Conduct applies to the Beca group of companies. This includes all employees, directors and officers of group companies, as well as secondees and independent contractors. Although the Code itself is internal and does not apply to third parties, we aim to deal with organisations with a similar values-driven commitment to high ethical standards.

Our commitment

We all want to do what is right. We support and advocate the Code in our day-to-day business activities, through the way we work and our relationships with others.

We commit to behave in accordance with this Code, and where we have questions about its application we will seek advice to ensure we are doing the right thing.

We understand that acting contrary to the Code is not acceptable within Beca and acknowledge that breaches of the Code may result in disciplinary action.

Where we see any deviation from our Code of Conduct we will speak up and raise it with the appropriate person. We will investigate any allegations of unethical or illegal behaviour and will not permit discrimination or retaliation of any kind against anyone making good faith reports of such behaviour.

Working together

We are a diverse, values driven team made up of many ideas, experiences and backgrounds.

We value and support each other's contributions and treat each other with honesty, respect and dignity. The diversity of our workforce is a competitive advantage that we nurture. We promote a culture that cares about and fosters innovation, professional growth, career development, workplace flexibility and work/life balance.

We believe everyone should have an equal chance to succeed and achieve to their full potential. We recognise the many strengths and talents our colleagues bring.

We seek to create a positive environment, and ensure Beca is a diverse, inclusive and respectful workplace where people feel they belong. We have zero tolerance with behaviours or actions that amount to discrimination, bullying, harassment, sexual harassment or violence.

We look out for each other. This includes caring for our wellbeing but also means following safety and security rules and procedures.

We are all human and at times we may be unsure of some of the actions or decisions we need to make which involve others. Here are some questions you should ask yourself before you act:

- ✓ Could it be perceived as disrespectful?
- ✓ Could it put anyone's health, safety or well-being at risk?
- ✓ Could it negatively affect my reputation or Beca's reputation?



Working with our clients and other stakeholders

We are frequently trusted with confidential information from clients and other stakeholders and are committed to handling it with care.

We pride ourselves in the quality of the services we provide and the professional way in which we carry them out.

We seek to succeed in all our markets through open and fair competition, using only lawful and ethical means. We don't let personal interests affect business decisions we make on behalf of Beca.

We seek to work with clients and suppliers whose standards and ethics are aligned with our values and Code of Conduct.

Acting with professional integrity

Respect, trust and integrity are at the heart of what Beca is all about. We are proud of what we have achieved over the last 100 years and we know that the reputation we have worked so hard to earn is key to our success. We will not sacrifice our values or long-term success for short-term gain, and we are prepared to walk away from a potential opportunity if we believe participation could compromise our integrity and our values.

We are a group of companies that operates in many countries around the world and we are subject to, and will abide by, the laws and regulations of those countries. Of course, we also comply with the laws, regulations and standards that apply to us in our professional conduct.

Beca will not tolerate bribery, corruption, extortion, fraud, collusion or similar forms of dishonesty in any of our business dealings or in the behaviour of our people.



Checklist to consider

Sometimes asking yourself a few simple questions can help clarify whether you need to be careful in how you conduct yourself:

- ✓ Is it legal?
- ✓ Is the behaviour honest and in line with our Beca values?
- ✓ Do I feel comfortable about this and would I be comfortable telling my family or work colleagues about it?
- ✓ Am I compromising my integrity or the integrity and reputation of Beca (or our clients)?
- ✓ Does it comply with contractual and professional obligations?
- ✓ Is the behaviour in line with our Health and Safety and Environmental standards?
- ✓ Would this look OK on the front page of a newspaper or on social media?
- ✓ What if everyone were to behave like this?

Remember, if you're unsure, just ask!

Where to find support and information

Our Code of Conduct is the umbrella framework of standards to which we hold ourselves. More detailed information, guidance and requirements can be found in the various policies, statements, commitments and procedures available on the Beca Intranet. They include the following:

- ✓ Beca Ethics Policy
- ✓ Beca Diversity and Inclusion Statement of Intent
- ✓ Country-based disciplinary/behaviour policies
- ✓ Anti-harassment and bullying policy (NZ), Standards of Behaviour Policy Australia
- ✓ Beca's Health and Safety Commitment
- ✓ Beca's Environmental Commitment
- ✓ Employment agreements/contracts and terms and conditions of employment or engagement

People you could talk to:

- ✓ Your Section Manager or Team Leader
- ✓ People Advice team (NZ) or your People & Culture representative
- ✓ Any member of the Executive Leadership Team (ELT)
- ✓ Your Operations Manager/General Manager/Regional Manager
- ✓ If a legal or finance matter, with the Legal or Finance team
- ✓ Any member of Beca's Ethics Committee



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