

TASK GROUP

Code of Conduct

OCTOBER 2022

TASK.

Code of Conduct

1. Introduction and purpose

Directors, officers and employees (including members of executive management) (**Personnel**) of TASK Ltd (**TASK** or **Company**) are expected to act with honesty, integrity, quality, and trust in all dealings and operations involving the Company, including adhering to certain minimal behavioural standards as set out in this Code of Conduct (**Code**).

This Code does not contain a comprehensive list of acceptable ethical behaviour, however it is aimed at providing a framework that will guide TASK's Personnel in their day to day dealings and activities on behalf of TASK.

2. Statement of Values

TASK has adopted the following values and expects that its Personnel will comply at all times with each of the values in their dealings within, and on behalf of, TASK:

- act professionally, responsibly, lawfully and ethically;
- treat everyone with respect;
- protect the reputation of TASK;
- respect confidentiality and privacy;
- keep the workplace safe;
- act and collaborate as a team; and
- respect TASK's Code of Conduct.

3. General behaviours and responsibilities

The actions and behaviours of TASK's Personnel, whether to customers, suppliers, competitors or other employees, can affect TASK's reputation,

has an impact on the way external people see TASK and influences whether they choose to do business with TASK.

TASK expects that its Personnel will, at all times:

- use best endeavours to protect and promote the best interests of TASK and to discharge their duties to the best of their abilities;
- carry out their duties well, faithfully and diligently, providing TASK with the full benefit of the director's or employee's experience and knowledge;
- comply with laws and regulations applicable to TASK and its operations, and with all Company policies and rules;
- not knowingly participate in any illegal or unethical activity;
- conduct themselves in a way that demonstrates that their integrity and honesty is beyond question;
- not behave in a manner that has the potential to bring TASK's image or reputation into disrepute;
- disclose any actual, potential or perceived conflicts of interest of a direct or indirect nature of which they are aware and which they believe could compromise in any way the image or reputation of TASK, and not enter into any arrangement or participate in any activity that would conflict with TASK's best interests or would be adverse to TASK's image or reputation;
- not make any promises or enter into any transactions on behalf of TASK that TASK cannot, or does not, intend to honour;

- not take advantage of the property or information of TASK or its customers for personal gain or to cause detriment to TASK or its customers;
- not take advantage of their position or the opportunities arising from them for personal gain;
- value individuals' differences and treat others in the workplace with respect;
- not unfairly discriminate or harass others on the grounds of gender, marital status, religious belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status or sexual orientation;
- protect TASK's confidential and proprietary information including all electronic information; and
- not accept or offer bribes or improper inducements to or from anyone.

4. Directors and executive management

In addition, each director, officer and member of executive management of TASK is required to:

- act in good faith and in what the director and the member of executive management believes is in the best interests of TASK;
- exercise their powers with a degree of care and diligence and for a proper purpose.
- have an understanding of the regulatory, legal, fiduciary and ethical requirements affecting directors and the members of executive management with respect to their roles in TASK;
- adhere to the truth, and not mislead, directly or indirectly, nor make false statements, nor mislead by omission;
- comply with TASK's policies and guidelines, and any legal or regulatory requirements, when dealing in TASK's shares; and

- fully disclose all relationships they have with TASK, and relevant private or other business interests, to TASK's board, in order that the board may assess, and continue to assess, a non-executive director's "independence".

This code of conduct will be enforced by TASK through the letters of appointment between TASK and each director and the employment agreements between TASK and each member of executive management.

5. Conflicts of interest

A conflict of interest occurs when an individual's personal interests or other commercial or financial interests interfere, may interfere, or could be perceived to interfere, with that person's duties to TASK or TASK's interests.

TASK expects its Personnel to act in TASK's best interests at all times. TASK expects its Personnel to avoid a conflict of interest between their obligations to TASK and an obligation to another person or corporation which has a commercial relationship with TASK, or is in competition with TASK.

If an individual considers that a conflict of interest exists or may arise, or could be perceived to arise, between their duties to TASK and a third party, that person must immediately notify their manager (or, the Chair, in the case of a director). TASK may implement measures to protect parties affected by the conflict including disclosing the conflict to the third parties affected by the conflict or removing the conflicted person from the relevant activity or decision making.

6. Corporate opportunities

TASK requires its Personnel to advance TASK's legitimate interests and not to use TASK's assets, resources or opportunities for personal gain. TASK expects that its Personnel will not:

- take any opportunity discovered through the use of TASK's property, information or position for themselves;

- use TASK’s property, information or position for personal gain;
- compete with TASK; or
- trade in any securities (whether of TASK or another entity), or any kind of property, based on knowledge that comes from their role with TASK and which could be price sensitive to the value of the securities to be traded, unless the information has been previously disclosed publicly.

7. Bribery and gifts

TASK expects that its Personnel will comply with its Anti-Bribery and Corruption Policy and will not accept gifts or offer bribes or improper inducements from or to anyone other than in accordance with the Anti-Bribery and Corruption Policy.

8. Confidential and proprietary information

TASK expects that its Personnel will protect TASK’s proprietary and confidential information by:

- not disclosing TASK’s secret and confidential information to any third party, without consent; and
- using TASK’s secret and confidential information only for the purposes of carrying out their duties.

TASK expects that its Personnel will not disclose or use information concerning other employees, suppliers, customers or stakeholders for any purpose without the permission of TASK or the relevant third party, or in accordance with the Personnel’s proper performance of its duties.

Intellectual property rights in and concerning all inventions, developments and works created or made, in whole or in part, by any employee which relate to TASK’s business, belong solely to TASK and cannot be used by any Personnel on a personal basis.

The obligation of confidentiality is a continuing one, even after the Personnel has ceased to be engaged or employed by TASK.

9. Compliance with laws, regulations and policies

TASK expects that its Personnel will comply with all relevant laws, regulations, rules and Company policies when carrying out their role. All Personnel should familiarise themselves with TASK’s policies, frameworks and processes relevant to their duties and comply with them at all times.

10. Diversity and inclusion

TASK is committed to diversity and inclusion and TASK expects that its Personnel will comply with its Diversity and Inclusion Policy.

11. Reporting Concerns

Each employee must report promptly to the Chief Financial Officer, and each director or a member of executive management must report promptly to the Chair of the Audit and Risk Committee, any concern about a possible breach of this code of conduct or any possible breach of legal obligation or other policy of TASK.

TASK will stand behind any individual who, acting in good faith, reports a breach, serious problem or wrongdoing in accordance with TASK’s Whistleblower Policy.

Any material breach of the Code must be reported to the Board.

TASK will investigate any breaches of the Code. Upon completion of the investigation TASK will take appropriate action if any wrongdoing is found. Appropriate disciplinary action will be taken depending on the nature of the breach. The action taken may range from providing training, coaching and counselling, through to formal warnings and/or termination.

12. Review of the Code of Conduct

This Code will be reviewed by the Board from time to time to check that it is operating effectively and consider whether any changes are required to the Code.

This Code was last reviewed in October 2022.