

## ANTI-BRIBERY, GIFTS AND BENEFITS POLICY

### POLICY

LCK is committed to the efficient and transparent use of its resources and ensuring that its employees are not influenced by gifts, benefits or do not participate in acts of corruption or bribery. This includes protecting the reputation and integrity of LCK and to ensure effective management of conflicts of interest relating to offers of gifts or benefits.

Employees who are offered, or give gifts, hospitality or benefits in their capacity as LCK employee must obtain approval in accordance with this Policy. This policy extends to gifts, hospitality or benefits given or received outside the workplace in circumstances where there is a connection between the gift, hospitality or benefit and the employee's role or position at LCK.

In no circumstances are employees to solicit gifts, hospitality or benefits for personal gain.

This policy applies globally, and if travelling outside Australia employees are also subject to the laws of the country they are in, as well as this policy.

### PURPOSE

To ensure the integrity and impartiality of LCK is upheld and to protect LCK's reputation through effective corporate governance and risk management processes.

### DEFINITIONS

This policy applies to all LCK workplace participants, which includes:

- Employees means all LCK employees – including full time, part-time and casual employees, employees on probation, contractors, consultants, officers and directors ("**Employees**");
- Employees giving or receiving Gifts or Hospitality from other Employees (excluding Employee remuneration).

"**Gift**" or "**Benefit**" includes (but is not limited to) any item or offer of more than \$200 value:

- Items for personal use such as bottles of wine, flowers, art work, manufacturer's samples and jewellery;
- Discounts on commercial items or services;
- Monetary gifts, including cash and gift vouchers;
- Memberships or subscriptions;
- Discounts or benefits associated with loyalty programs, including those related to the use of credit or debit cards; or
- Travel, accommodation and hire car discounts;
- Vendor incentives;
- Any other item with a material value.

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**“Hospitality”** includes (but is not limited to) any hosted entertainment or leisure activities, such as seats at sporting or theatre events or golf days of more than \$200 in value. For the purpose of accepting Hospitality under this policy, the Company considers it appropriate for an Employee to assume that the cost of a standard meal will fall below \$200 for the relevant Employee’s portion of the Hospitality, and the Company does not require the Employee to obtain evidence of the cost of their portion of a meal received.

**“Bribery”** or **“Bribe”** is the offering, promising, giving, accepting or soliciting of an advantage as an inducement for action which is illegal, unethical or a breach of trust. A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage and can take the form of gifts, loans, fees, rewards or other advantages e.g. Donations.

**“Corruption”** is the abuse of entrusted power for private gain.

**“Facilitation payments”** are a form of bribery made for the purpose of expediting or facilitating the performance of a public official for a routine governmental action for instance processing papers, issuing permits and other actions of an official in order to expedite performance of duties of a non-discretionary nature (which they are already bound to perform). The payment or other inducement is not intended to influence the outcome of the official’s action only its timing.

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## BRIBES

Employees are not permitted to give, offer, promise, accept, request or authorise a Bribe, whether directly or indirectly.

In addition, Employees should be aware of legislation prohibiting bribery of federal public officials and foreign public officials (foreign public official is broadly defined and could include for example, employees of state-owned commercial enterprises).

Any Gift or Hospitality to a public official, irrespective of the size, must be approved in accordance with item 7 below.

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## FACILITATION PAYMENTS

Facilitation payments, whether legal or not in a country, are prohibited under this policy.

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## POLITICAL OR CHARITABLE DONATIONS

The Company may make political or charitable donations (in the form of Gifts or Hospitality) from time to time. A donation to a political party on behalf of the Company must be approved by the Board before such donation is made, irrespective of the amount of the donation.

A charitable donation may be made on behalf of the Company, but must be approved by the Managing Director (“MD”) (or Executive Chairman) before such donation is made. Charitable donations must comply with Australian laws. This means that, in Australia, the recipient of a donation must have deductible gift recipient status with the Australian Taxation Office.

From time to time, Gifts and Hospitality are offered to Employees or given to third parties across a number of areas and for a range of reasons. This is reflective of the wide variety of activities undertaken by LCK and the number of industries and environments in which LCK operates. These industries and environments may have differing perceptions on the giving or receiving of Gifts or Hospitality.

The main risk of accepting or giving a Gift or Hospitality is that it may result in a real, perceived or a potential conflict of interest with an Employee's duties. Any inappropriate or unethical treatment of Gifts or Hospitality may adversely damage LCK's reputation as well as increasing the risk of Bribery, Corruption, and other conduct which is inconsistent with LCK Values.

### **Employee Requirements**

Employees must not compromise LCK's independence and integrity by inappropriately accepting or giving Gifts or Hospitality. Offers of Gifts or Hospitality may be perceived as Bribery or being offered for the purposes of influencing an Employee's behaviour in their capacity as an LCK employee, or a third party's behaviour.

In considering whether Gifts or Hospitality are appropriate, Employees must comply with the following, irrespective of the value of the gift or hospitality:

- Made for the right reason – it should be given as an act of appreciation or common courtesy associated with standard business practice.
- No obligation – it does not place the recipient under any obligation.
- No expectation – expectations are not created by the giver or an associate of the giver or have a higher importance attached to it by the giver than the recipient would place on such a transaction.
- Made openly – if made secretly and undocumented then the purpose will be open to question.
- Reasonable value – its size is in accordance with general business practice.
- Appropriate – its nature is appropriate to the relationship.
- At 'arms length' – all transactions / gifts should be at an 'arms length' basis with no special arrangements.
- Legal – it complies with relevant laws.
- Documented – in the Gifts and Hospitality Register (in accordance with definitions of Gifts and Hospitality above i.e. not required for less than \$200).

These circumstances are never acceptable:

- Gifts in the form of cash and/or cash equivalent.
- "Quid pro quo" (a benefit or advantage offered for something in return)
- Entertainment of a sexual or similarly inappropriate nature.
- Making false or inaccurate entries in the Gifts and Hospitality Register.

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### Approvals – All Employees

1. **Giving Gifts or Hospitality:** All Employees must obtain approval from the MD (or Executive Chairman), or their Executive Manager, prior to giving Gifts or Hospitality (valued above \$200).
2. **Receiving Gifts or Hospitality:** Where possible, all Employees must obtain approval from the MD, or their Executive Manager, prior to receiving Gifts or Hospitality. The Company acknowledges that circumstances may require accepting a Gift to maintain the Company's reputation and to not cause offence in a public setting. In this instance, the Employee may accept the Gift, and then discuss with the MD or their Executive Manager on whether it is necessary to return the gift, or obtain approval to keep the Gift.
3. In accordance with items 1 and 2 above, Non-Executive Directors must obtain approval from the Board.

### Approvals – Md And Executive Chairman

1. **Giving Gifts:** The MD and Executive Chairman, should obtain approval from the Chair of the Audit and Risk Committee prior to giving Gifts or Hospitality (valued above \$200).
2. **Receiving Gifts:** Where possible, the MD and the Executive Manager, must obtain approval from the Chair of the Audit and Risk Committee, prior to receiving Gifts. The Company acknowledges that circumstances may require accepting a Gift to maintain the Company's reputation and to not cause offence in a public setting. In this instance, the MD or Executive Chairman may accept the Gift, and then discuss with the Chair of the Audit and Risk Committee whether it is necessary to return the gift, or obtain approval to keep the Gift.
3. **Hospitality:** The MD and Executive Chairman are not required to obtain approval for the giving or receiving of Hospitality.

The MD, Executive Manager or Chairman of the Audit Committee must be satisfied that there is no real, perceived or potential conflict of interest and that LCK's integrity will not be compromised. In doing so, the MD, Manager or Audit Committee Chairman must assess whether or not it is appropriate to accept or give the Gift or Hospitality considering the matters set out above under 'Employee Requirements'.

If approved, the Gift or Hospitality is considered to be accepted or given by the Employee on behalf of LCK. This may mean that a Gift received goes to LCK and not to the Employee. The MD, Executive Manager or Chairman of the Audit Committee may provide approval for the Employee who accepted the Gift or Hospitality, to keep or attend the Gift or Hospitality.

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## REGISTER

### Offers must be recorded in the Gift and Hospitality Register

Where required as set out in the criteria below, Gifts and Hospitality offered to LCK Employees or given by LCK Employees, must be recorded in the Gift and Hospitality Register.

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The General Manager, Sustainability & People is responsible to maintain the Gift and Hospitality Register, and the Executive Team and the Board will have access to this register. A report of the entries in the Gift and Hospitality Register must be provided to the Audit and Risk Committee quarterly or as required by the Audit and Risk Committee Chairman.

Registry records must be kept according to the following minimum requirements:

- All offers or receipt of Gifts over \$200;
- All offers or receipt of Hospitality over \$200.

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**CONSEQUENCES  
OF BREACH**

Breach of this policy will be dealt with in accordance with the relevant LCK policy and may lead to disciplinary action including possible termination of employment. All material breaches will be reported to the Board.

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**POLICY  
AMENDMENT**

This policy cannot be amended without approval of the LCK Board. It will be reviewed from time to time to ensure that it remains effective and meets best practice standards and the needs of LCK.

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**APPROVED**

February 2021

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