
OPENN NEGOTIATION LIMITED (ACN 612 329 754)

Anti-Bribery and Anti-Corruption Policy

Adopted: 10 May 2021

1. Introduction

This document sets out an anti-bribery and corruption policy for directors, senior executives, officers, employees, agents, consultants and contractors (each and collectively referred to as **Personnel** or **you**) of Openn Negotiation Limited (**Company** or **we**) and its subsidiaries.

This document forms part of the Company's risk management and compliance policies and procedures.

Under this document you must:

- not give or accept gifts and/or benefits that will compromise, or appear to compromise, your integrity and objectivity in performing your duties;
- not give or accept gifts and/or benefits that cause, or appear to cause a conflict of interest;
- decline to receive and do not give gifts and/or benefits worth \$500 or more unless an exception applies; and
- declare to the Company Secretary gifts that you receive valued to \$200 or more, and provide details of those gifts in order for the Company Secretary to record them in the Company's Gift Register.

2. Objectives

The objectives of this document are to:

- promote high standards of personal integrity and honest, ethical and responsible conduct;
- promote behaviour in accordance with the values and best interests of the Company;
- promote fair dealing practices;
- maintaining a high standard of integrity, investor confidence and good corporate governance;
- deter wrongdoing;
- avoid the commission of criminal conduct; and
- ensure accountability for adherence to this document.

3. Application of Policy

This document applies to all Personnel (whether employed or engaged on a permanent, fixed-term, full-time, part-time or temporary basis, wherever located).

This document applies globally. If travelling outside of Australia, Personnel are subject to the laws of the country they are in; however, the principles of this document must be followed regardless of whether or not that country has specific bribery and corruption laws.

Where a country has specific bribery and corruption laws which are of a lesser standard to this document, this document prevails.

Personnel must also act in accordance with the Company's Code of Conduct available at: <https://hello.openn.com.au/investors>.

4. What is bribery and corruption?

Bribery 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.

A bribe does not actually have to take place - a promise to give a bribe or agreeing to receive a bribe constitutes a breach of this document and may constitute a criminal offence.

Corruption is the abuse of entrusted power for private gain.

5. Policy

5.1 Bribes

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

5.2 Gifts and benefits

Personnel must declare all gifts and benefits, valued at \$200 or more, to the Company Secretary.

Personnel are also expected to decline (or avoid accepting) gifts and benefits which are valued at \$500 or more, unless the gift or benefit constitutes:

- a work-related conference;
- an invitation to speak at a professional seminar, conference or business function (including flights and accommodation);
- a working lunch;
- part of the Company sponsorship arrangements; and
- a gift or benefit approved by the Company's Managing Director or the Chairperson - approval for any gift and entertainment above \$500 in value may only be provided by the Managing Director or Chairperson, and for any Director (including the Managing Director), by the Chairperson.

Personnel should, where possible, discuss with their manager the fact that they have been offered a gift or benefit before accepting it, in order to determine the appropriate action.

Managers need to action any gift or benefit reported to them within 5 working days of receiving the disclosure from an employee.

Gifts and benefits should not be accepted on a re-occurring basis or broken down into parts of less than \$200.

5.3 **Acceptable gift and entertainment expenditure**

Gifts and genuine hospitality and entertainment expenditure that are reasonable and proportionate are allowed provided the gift or expenditure complies with the following:

- made for the right reason - it should be clearly 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 – no expectation is 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 small and in accordance with general business practice;
- appropriate – its nature is appropriate to the relationship;
- at “arm’s length” – all transactions should be at an “arm’s length” basis with no special favours and no special arrangements; and
- legal – it complies with relevant laws.

5.4 **Facilitation payments**

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 (e.g. processing papers, issuing permits and other actions of an official in order to expedite performance of duties of a non-discretionary nature (i.e. 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.

Facilitation payments, whether legal or not, are prohibited under this document.

5.5 **Political donations and contributions**

The Company may make donations to political parties from time to time.

Donations to political parties must be approved by Board before they are made.

The Company will disclose all political donations in the Company’s Annual Report under ‘Corporate Governance’, and to national and state/provincial electoral authorities as required.

5.6 **Charitable donations and contributions**

The Company can only make charitable donations that are legal and ethical under local laws and practices. In Australia, this means that an organisation must have deductible gift recipient status with

the Australian Taxation Office. This status makes the organisation entitled to receive income tax deductible gifts and deductible contributions.

The Company allows Personnel to support causes and charities of their choice from a broad list of charity partners. Charitable support and donations are acceptable (and indeed are encouraged), whether of in-kind services, knowledge, time, or direct financial contributions. However, Personnel must be careful to ensure that charitable contributions are not used as a scheme to conceal bribery.

No donation must be offered or made on behalf of the Company without the prior approval of the Managing Director or the Chairperson. However, there is no need to obtain this prior approval for donations made under any workplace giving scheme.

6. Your Responsibilities

You must ensure that you understand and comply with this document. The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all Personnel.

You must avoid any activity that might lead to or suggest a breach of this document.

You must notify your manager and/or the Company Secretary as soon as possible if you believe or suspect that a conflict with, or breach of, this document has occurred, or may occur in the future.

Any employee or officer who breaches this document will face disciplinary action, up to and including in termination of employment or engagement.

7. Record-Keeping

We must keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties.

You must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with our expenses policy and specifically record the reason for the expenditure.

All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept “off-book” to facilitate or conceal improper payments.

It is an offence under the *Crimes Legislation Amendment (Proceeds of Crime and Other Measures) Act 2016* for a person to make, alter, destroy or conceal an accounting document (including being reckless in their conduct which allowed such an act) to facilitate, conceal or disguise the corrupt conduct.

8. How to Raise a Concern

All Personnel have a responsibility to help detect, prevent and report instances of bribery and corruption as well as any other suspicious activity or wrongdoing in connection with the Company’s business.

The Company is committed to ensuring that all Personnel have a safe, reliable and confidential way of reporting any suspicious activity. You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage with your manager. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries or concerns, these should be raised with your manager and/or the Company Secretary.

If you are not comfortable, for any reason, with speaking directly to your manager, the Company has a Whistleblower Policy which affords certain protections against reprisal, harassment or demotion for making the report. The Whistleblower Policy is available at <https://hello.openn.com.au/investors>.

9. Questions and Further information

If you have any questions or need further information on how to comply with this document, please contact the Company Secretary.

10. Corporate Group

In this document, a reference to the Company includes any 'related body corporate' (as defined in the Corporations Act) of the Company, as the context requires.

11. Review and publication of Policy

The Board will review the policy set out in this document on an annual basis, and may amend the policy, to ensure that it is appropriate for the Company's business and operations and is up to date with applicable laws and regulations.

The Company will publish this document on the Company's website at:
<https://hello.openn.com.au/investors>.