



# Anti-Bribery Policy

**K2 Energy Limited ACN 106 609 143 and all related entities ("K2 Energy")**

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## 1. Introduction

K2 Energy strives to be a strong competitor in both the Australian and global market and is committed to doing so without the use of bribery or unfair business practices. This Policy has been developed in conjunction with K2 Energy's Code of Conduct and our values to ensure that K2 Energy and its Employees observe the highest standards of fair dealing, honesty and integrity in K2 Energy's business operations.

## 2. Application of this Policy

The Board of Directors of K2 Energy Limited has adopted this Anti-Bribery Policy. The Policy applies to all directors, the senior executive team, officers and employees, contractors and consultants of all entities within the K2 Energy Group of companies ("**Employees**"). This policy applies to related entities within the K2 Energy Group, as applicable and subject to the entity complying with its regulatory and licensing obligations.

## 3. What is Bribery?

Generally, bribery means the act of offering, providing or causing the offering or provision of a benefit that is not legitimately due to a person acting in an official or representative capacity for the purpose of obtaining or retaining business or a commercial advantage.

A bribe may include the following:

- a direct or indirect promise, the authorisation of or offering anything of value;
- an offer of a kickback, loan, fee, reward or other advantage;
- gifts, entertainment or charitable contributions to a business partner on behalf of or that could benefit a government official or his or her relative;
- the payment of any travel or travel-related expenses to a government official or business partner;
- payment to a government official or employee, or other intermediary to facilitate or accelerate the performance of a routine non-discretionary government action;
- payment of fees to a government official who provides services as a speaker, consultant or advisor;
- payment of secret or undisclosed commissions or other gift or consideration; or
- facilitation payments (which are illegal in a number of countries); that are designed to exert influence or obtain an unfair advantage.

Acts of bribery are designed to improperly influence individuals to act dishonestly in the performance or discharge of their duty or in the use of their position.

### 3.1 Bribery Laws and Enforcement

Bribery is a criminal offence and penalties can be severe for both K2 Energy and individual employees. Acts of bribery may result in prosecution at home or in other jurisdictions.

Most countries have laws prohibiting the making of offers, payments or gift giving which are designed to exert improper influence on the beneficiary. In Australia, the *Criminal Code Act* criminalises the bribery of Commonwealth public officials. Bribery is also prohibited in each Australian state and territory. There is also legislation in many countries, including the United States (the *Foreign Corrupt Practices Act* and *Anti-Kickback Statute*) and the United Kingdom (the *Bribery Act*) that prohibits bribery.

An Employee who offers or accepts a bribe is in breach of this Anti-Bribery Policy. A breach of applicable law and/or this Anti-Bribery Policy will be regarded by K2 Energy as serious misconduct which may lead to disciplinary action, including termination.

K2 Energy may report any serious misconduct to relevant authorities, including law enforcement authorities.

### 3.2 Gifts, Entertainment and Hospitality

A bribe does not include gifts, entertainment or hospitality that are transparent, culturally appropriate and incapable of being considered an inducement to act dishonestly or in breach of any duty. A gift or hospitality should not be extravagant so as to induce or imply an inducement or intention to influence a business decision. It may not be a defence to a claim that a 'gift' was of a customary nature, so care should always be taken regardless of value.

As part of their employment, Employees may be offered a gift from a client, a supplier or someone outside of K2 Energy. Employees may also wish to give a gift to a client, supplier or third party.

In addition to the general principles set out in K2 Energy's Code of Conduct, the following list provides Employees with details about what is and isn't acceptable in relation to the giving and receiving of gifts:

- A gift is any item of value, and includes offers of travel, hospitality, entertainment, dinners, theatre, sporting events, gift cards or gift baskets.
- Never give or receive cash payments as a gift. This includes gift cards.
- Generally, don't give or accept travel as a gift.
- You can give and accept gifts in some circumstances. Consider what is reasonable. Think about the **value**, the **frequency** and the **circumstances** in which they are offered. If in doubt ask your manager or the Company Secretary.
- An example of an acceptable gift is a small gift given as a token of thanks for your contribution and assistance. What's the line here? Consider whether the giving or receiving of the gift is intended to, or may look like, it influenced a business decision or created an obligation to the giver. If so, don't accept it!

**Be accountable. If the gift has a value of more than \$200 (Australian dollars) it must be reported and submitted for approval via the Board**

Please note, the above does not cover gifts given to policyholders as part of a K2 Energy marketing campaigns conducted in the ordinary course of business or in relation to any customer incident remediation.

### **3.3 Donations**

The Board of K2 Energy Limited has delegated authority to the Chairman to make political donations within the authority approved by the Board. No employee, other than the Chairman is authorised to make a political donation on behalf of K2 Energy.

All charitable donations and sponsorships must be made in accordance with local laws and the delegations of authority.

### **4. How to raise a concern**

K2 Energy encourages open communication and relies on its Employees to help maintain and grow its culture of honest and ethical behaviour.

All Employees are responsible for adhering to this policy and to help, prevent and report instances of bribery and other suspicious activities and expects Employees who become aware of known, suspected or potential causes of bribery or other suspicious activities to report such instances.

Where an Employee suspects an instance of bribery or any other suspicious activity, the matter should be reported through K2 Energy's reporting process outlined in K2 Energy's Whistleblower Policy.

### **5. Further Information**

If you require further information, assistance, or are uncertain about the application of this Policy or the law, contact the Company Secretary by email [taflitcroft@ozemail.com.au](mailto:taflitcroft@ozemail.com.au) or by telephone on +61 2 9251 3311.

### **6. Review of Policy**

This policy will be reviewed every two years. The policy may be amended by resolution of the Board of Directors.

Issued by:

Mr Samuel Gazal

Director

On behalf of K2 Energy Limited Board of Directors

11<sup>th</sup> August 2021