

MTAA Super

Code of Conduct

Motor Trades Association of Australia
Superannuation Fund Pty Limited
ABN: 14 008 650 628

Copyright 2019 © Motor Trades Association
of Australia Superannuation Fund Pty Ltd



Introduction

MTAA Super has a Code of Conduct for its directors, and for its executives and employees. The following provides a brief summary of those code requirements.

Standards of Conduct

All directors and employees of MTAA Super are required to carry out their duties and responsibilities professionally and ethically. In particular, they must:

- act honestly and in good faith at all times
- exercise due care and diligence in fulfilling their duties and responsibilities
- act in the best interests of members
- act in accordance with MTAA Super's values
- disclose all conflicts of interest (actual, potential or perceived)

Compliance

MTAA Super is committed to ensuring that it meets all compliance obligations affecting the management and operation of MTAA Super. Directors and employees are required to:

- comply with all applicable laws, regulations or prudential standards
- adhere to MTAA Super's policies and procedures
- act in a manner consistent with MTAA Super's values and
- report any matters or incidents which may have compliance implications to MTAA Super's Compliance Team.

Confidentiality

Directors and employees are required protect the confidentiality of information obtained in the course of their engagement with MTAA Super. Information may only be used for authorised purposes and must never be used for personal gain. Insider trading is strictly prohibited, and employees and directors are required to comply with MTAA Super's Insider Trading Policy.

These obligations continue after a director or employee has ceased their engagement with MTAA Super.

Personal Information and Privacy

Directors and employees are required to comply with MTAA Super's Privacy Policy. The Privacy Policy sets out how personal information is managed and protected in accordance with the Australian Privacy Principles. Directors and employees are required to ensure that any personal information they receive in the course of their engagement with MTAA Super is appropriately protected from unauthorised disclosure.

Conflicts of Interest

Directors and employees of MTAA Super are required to be aware that personal interests they hold or duties that they owe to other entities may conflict with their duties to MTAA Super and its members.

MTAA Super's Conflicts Management Framework applies to all MTAA Super directors and employees. It sets out the policies, processes and controls that MTAA Super has in place to ensure that any conflicts of interest (actual, potential or perceived) are identified and either prudently managed or avoided.

A summary of MTAA Super's Conflicts Policy and a copy of its registers of relevant interests and relevant duties are published on the MTAA Super website.

Gifts and Hospitality

Directors and employees are required to exercise caution in accepting gifts offered to them in the course of their engagement with MTAA Super. The Conflicts Management Framework sets out MTAA Super's policy on the receipt of gifts. Under the Framework:

- directors and employees are required to disclose gifts (including hospitality, travel and entertainment) which they (or a member of their family) may receive by virtue of their position with MTAA Super; and
- gifts above a certain value may not be accepted without prior approval from MTAA Super's CEO or Chairman.

Use of MTAA Super Resources

MTAA Super monies, property, equipment or other resources must not be used for personal benefit. Directors and employees are responsible for safeguarding all resources, maintaining accurate records about their use and reporting any actual or potential fraud or theft.

Fraud, Bribery and Corruption

MTAA Super's Fraud, Bribery and Corruption Policy seeks to instil a culture of integrity, honesty and accountability in the management of MTAA Super and to control the risk of fraud, bribery and corruption. Directors and employees are required to adhere to the Policy and to report any breaches of the Policy and any suspected incidents of fraud to the Trustee's Risk Manager.

MTAA Super directors and employees may also report possible incidents of fraud, bribery or corruption through an independent whistleblower hotline.

Breaches of the Code

Non-compliance with the Code of Conduct is taken seriously and may result in disciplinary action.