

## Workplace Behaviour Policy

### 1. Purpose and Commitment

The purpose of this Policy is to ensure all employees are provided with a safe, healthy, respectful and productive working environment. As such, this Policy aims to clearly define appropriate standards of behaviour in the workplace and employees will be held accountable for meeting these expectations at all times. Volt encourages employees to report all forms of inappropriate behaviour and this Policy outlines the channels in which they can do so. All reports of inappropriate behaviour will be taken seriously and managed confidentially (where possible) in line with the Company Values and applicable policies and procedures.

### 2. Applicability

This policy applies to all Volt Group employees, contractors, consultants and representatives of the Volt Group, herein referred to as “employees”.

### 3. Core Principles

Volt expects all employees to:

- Behave in accordance with our core values;
- Understand that discrimination and harassment is not tolerated in our workplace and that where it occurs action is taken by management to stop this behaviour;
- Ensure grievances or concerns in the workplace are resolved through agreed procedures;
- Develop an awareness about the impact of their behaviour on others and understand what is appropriate workplace behaviour;
- Assist in creating an inclusive, productive and safe work environment by taking action to prevent and stop discrimination, harassment and bullying; and
- Ensure that no employee will be victimised or discriminated against as a result of reporting bullying or discriminatory behaviour.

Responsibility for the application of this policy rests with all Volt managers and is a shared responsibility of employees engaged in activities under the Company's control.

### 4. Grievance Procedure

1. **Submission:** Grievances may be submitted in person, in writing, through community liaison officers, or digital/anonymous platforms e.g. by email, WhatsApp etc.

2. **Acknowledgment and Tracking:** Complaints are promptly acknowledged and recorded in a centralized, secure location.
3. **Investigation:** Staff with appropriate skills will be appointed to assess and investigate each grievance fairly, consulting all parties involved, and maintaining strict confidentiality.
4. **Communication and Resolution:** Timely feedback is provided to complainants on steps taken and, where possible, outcomes. If issues remain unresolved, third-party facilitation or mediation will be made available.
5. **Documentation:** All grievances, investigations, and outcomes are documented and reviewed for potential systemic improvements.
6. **Protection Measures:** Volt does not tolerate retaliation or victimization related to the lodging of grievances or whistleblower disclosures.

## 5. Whistleblower Protection

Employees and third parties can safely report suspicions of unlawful or unethical conduct, including human rights abuses, without risk of retaliation in accordance with the Company Whistleblower Policy.

## 6. Policy Compliance and Breach

Employees must not engage in conduct that is prohibited under this Policy. Employees are expected to behave in a manner consistent with the Company Values, treat colleagues with respect, demonstrate professionalism and comply with Company policies, procedures, plans, guidelines and standards at all times.

A breach of this Policy is a very serious matter, and therefore all substantiated breaches will lead to disciplinary action ranging from counselling or a warning, up to termination of employment, depending on the severity of the breach. If an individual breaks the law, they may also be held personally liable for their actions.

Employees who knowingly falsely accuse another person of breaching this Policy will also be subject to appropriate disciplinary action.

## 7. Continuous Improvement

Lessons from grievance handling inform future policy updates. At least annually, the board will be briefed on cases, trends, and actions taken.