CODE OF BUSINESS CONDUCT AND ETHICS

November 2018
SUMMARY OF THE CODE’S PRINCIPLES

PROTECTING THE COMPANY’S ASSETS, RESOURCES AND DATA

- We often have sensitive confidential information about Multiplex, about other companies, about our clients and about our directors, officers and employees; preserving the integrity of this information is vital to our business and reputation and is necessary to meet our obligations under data protection laws.

ACCURACY OF BOOKS AND RECORDS AND PUBLIC DISCLOSURES

- We should take care that our books and records are accurate and that all of our business transactions are properly authorized.
- We have duties to our shareholders and must ensure that our communications and other disclosures to the market are true and accurate.

DUTIES TO STAKEHOLDERS

- We should act responsibly in dealings with our security holders, customers, clients, suppliers, other stakeholders and competitors.
- We have obligations to our clients and must manage their capital as though it were our own.

COMMUNICATIONS AND MEDIA

- In this digital era in which we operate, be careful in your written communications made over company information systems, such as email, as this is a permanent record.
- You must ensure that any of your online activities, including your use of online social media, are appropriate and reflect well on Multiplex.

CONFLICTS OF INTEREST AND PERSONAL BEHAVIOUR

- Multiplex is a global brand and as a representative of the company your personal behaviour must be consistent with our values.
- Your personal interests should not conflict with or appear to conflict with the interests of the company.

POSITIVE WORK ENVIRONMENT

- For everyone to do their best work on behalf of the company, we should all do our part to create a respectful work environment where everyone feels safe and productive.
- Our success is dependent on establishing a workplace culture free from discrimination, violence, harassment and other negative influences.

COMPLIANCE WITH LAWS, RULES, REGULATIONS AND POLICIES

- We operate in many jurisdictions and are subject to different laws, rules and regulations; you need to be aware of the laws that apply to your activities so that you can comply with them; ignorance of the law is no excuse.
- The company has corporate policies that you must be familiar with, as they govern business practices and other conduct while at Multiplex.

1 These principles are for summary purposes only. For more detailed information on each of these items consult the Code attached.
FREQUENTLY ASKED QUESTIONS

WHY DO WE HAVE A CODE?

The Code serves as a guide for how you should conduct yourself as a member of the Multiplex team. Preserving our corporate culture is vital to the organization and following the Code helps us do that.

WHO MUST FOLLOW THE CODE?

All directors, officers and employees of Multiplex and its subsidiaries.

WHAT ARE YOUR RESPONSIBILITIES?

You have two responsibilities. First, you must follow every aspect of the Code and certify your commitment each year. Second, if you suspect someone may be violating the Code you have an obligation to report it. To make a report, follow the section of the Code: “Reports and Complaints”.

HOW WILL I KNOW IF THERE IS A PROBLEM?

The Code attempts to deal with the most common issues that you may encounter, but it cannot address every question that may arise. When you’re not sure what to do, ask yourself the following questions:

- Is it illegal?
- Does it feel like the wrong thing to do?
- Would you feel uncomfortable if others knew about it?
- Will it have the potential to create a negative perception of you or the company?
- Do you have a personal interest that has the potential to conflict with the company’s interest?

If you answer “yes” to any of these questions your proposed conduct may violate the Code and you should ask for help.

HOW SHOULD I ASK FOR HELP?

If you have questions about the Code or about the best course of action to take in a particular situation, you should seek guidance from your supervisor/manager, human resources or internal legal counsel.

WHAT IF I WOULD LIKE TO MAKE AN ANONYMOUS REPORT?

You may make an anonymous report by contacting the company’s reporting hotline, which is operated by an independent third party and is available 24 hours a day, 7 days a week. If you choose to make an anonymous report, your anonymity will be protected to the fullest extent possible. Keep in mind, however, that maintaining your anonymity may limit the company’s ability to investigate your concerns.

Refer to the “Contact Information” section of the Code for the Reporting Hotline phone numbers.

WHAT ARE THE CONSEQUENCES FOR VIOLATING THE CODE?

Violations of the Code can vary in its consequences. If you’re an employee, it could result in a reprimand or other disciplinary action, including the termination of your employment at the company for cause. If you’re a director, a violation may necessitate your resignation. Certain violations of the Code also contravene applicable laws and therefore can have severe consequences outside of Multiplex. Depending on your actions, failing to comply with the Code could lead to civil or criminal prosecution, which could result in substantial fines, penalties and/or imprisonment.
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INTRODUCTION

This Code of Business Conduct and Ethics (“the Code”) applies to all directors, officers and employees (collectively, “you”) of Multiplex Middle East Management Co Limited (“The Company”), and all of its subsidiaries.

PROTECTING THE COMPANY’S ASSETS, RESOURCES AND DATA

The company’s assets are to be used only for legitimate business purposes only.

The company’s assets are meant for business use, not for personal use. We all have a responsibility to protect and safeguard the company’s assets from loss, damage, theft, misuse and waste. If you become aware of loss, damage, theft, misuse or waste of our assets, or have any questions about your proper use of them, you should speak with your supervisor. The company’s name (including its corporate letterhead and logo), facilities and relationships are valuable assets and must only be used for authorized company business and never for personal activities.

If you use the company’s assets for personal benefit, or otherwise are careless or wasteful with the company’s assets, you may be in breach of your duty to the company. You have a responsibility not to abuse company resources for expense reimbursement. Any requests for reimbursement for authorized company expenses must be for legitimate business expenses. If you are unsure whether a certain expense is legitimate, you should speak with your supervisor or refer to the company’s Business Expense and Reimbursement Policy.

Confidential Information Must be protected at all Times.

We must protect confidential information in our possession - both information about us and information about other companies and our clients from disclosure. Confidential information includes, but is not limited to, all confidential memos, notes, lists, records and other documents in your possession, in hard and soft copy. All of these are to be delivered to the company promptly after your employment ceases or at any time upon the company’s request, and your obligation to protect this information continues after you leave the company. You must protect hard and soft copies of confidential information that are removed from the office (e.g. to be worked with at home or at external meetings).

It is important to use discretion when discussing company business. This includes not discussing company business internally, except with those individuals at the company that have a “need to know” the information. Additionally, be careful not to discuss company business in public places such as elevators, restaurants, and public transportation, or when using your phone or email outside of the office. You should also be careful not to leave confidential information in unattended conference rooms or in public places where others can access it. While at Multiplex, if you become aware of confidential information about the company or another entity that you know or suspect has been inadvertently disclosed, seek guidance from internal legal counsel before using or acting upon this information.

Personal data held by the company must be used in compliance with data protection laws.

The company collects personal data regarding individuals both inside and outside the organization. This is necessary to effectively and efficiently administer and manage the operation of our business. Personal data includes, among other things, sensitive personal, medical and financial information. We store and process personal data in a number of different ways in order to meet our legal, regulatory or other obligations as an organization. Personal data will only be held by the company for as long as it is necessary

2 “Personal Data” means any data which relates to a living individual who can be identified from that data or from that data and other information which is in the possession of, or is likely to come into the possession of, the company (or its representatives or service providers). In addition to factual information, it includes any expression of opinion about an individual and any indication of the intentions of the company or any other person in respect of an individual.
to satisfy a legitimate business purpose or to satisfy a legal or regulatory obligation to retain such personal data.

You must take all reasonable steps to ensure that personal data is accessed only by those individuals at the company that have a need to know this information to carry out their duties. In addition, if it is necessary to the conduct of business to disclose personal data to a third party (e.g., so that a third party may provide services to the company or acquire an asset or business of the company) then you must ensure that the third party is subject to a confidentiality obligation. In all other cases, you may only disclose personal data pursuant to a legal or regulatory requirement.

In the ordinary course, the company transfers personal data between jurisdictions in which the company operates, including outside the European Economic Area. If you transfer personal data outside the EEA then you must ensure this personal data is protected in a manner that is consistent with how personal data is protected by the company within the EEA, and in any event in compliance with all applicable data protection laws.

**Intellectual property belongs to the company.**

During the course of your employment, you may be involved in the creation, development or invention of intellectual property such as concepts, methods, processes, inventions, confidential information and trade secrets, works of authorship, trademarks, service marks and designs. All such intellectual property and the rights therein, such as copyrights and patents, will be owned by the company and your moral rights to such intellectual property will be waived. You are responsible for cooperating with the company and providing all necessary assistance to ensure that all intellectual property and related rights become the exclusive property of the company.

**The documents of the company must be preserved.**

It is critical that you help preserve our business records, follow the guidelines set forth in any document retention policies and comply with related legal and regulatory requirements. If you are notified that your documents are relevant to an anticipated or pending litigation, investigation or audit, you must follow the guidance set forth in the notification you receive from legal counsel regarding retention of documents.

**ACCURACY OF BOOKS AND RECORDS AND PUBLIC DISCLOSURES**

**Ensure that the books and records of the company are complete and accurate and that all business transactions are properly authorised.**

The books and records of the company must reflect all its transactions in order to permit the preparation of accurate financial statements. Employees must never conceal information from (i) an external auditor; (ii) internal auditor; or (iii) an audit committee of the company. In addition, it is unlawful for any person to fraudulently influence, coerce, manipulate or mislead an external auditor of the company.

The company’s contracts and agreements govern our business relationships. Because the laws governing contracts and agreements are numerous and complicated we have put in place policies and procedures to ensure that any contract entered into by the company has the appropriate level of approval. As a result, employees who enter into contracts or agreements on behalf of the company must have proper authorisation to do so and, prior to their execution, these documents must be reviewed by legal counsel where required by policy or practice.

**Ensure that the company provides full, true and plain public disclosure.**

All employees who are responsible for the preparation of the company’s public disclosures, or who provide information as part of this process, must ensure that public disclosures of information are made honestly and accurately. Employees must be aware of and report any of the following: (a) fraud or deliberate errors in the preparation, maintenance, evaluation, review or audit of any financial statement or financial record; (b) deficiencies in, or noncompliance with, internal accounting controls; (c)
misrepresentations or false statements in any public disclosure document, such as annual and quarterly reports, prospectuses, information/proxy circulars and press releases; or (d) deviations from full, true and plain reporting of the company’s financial condition.

Additionally, each person who is in a financial reporting oversight role, and their immediate family members, are prohibited from obtaining any tax or other services from the external auditor, irrespective of whether the company or such person pays for the services.

DUTIES TO STAKEHOLDERS

Deal fairly with the company’s stakeholders.

You must deal fairly with the company’s security holders, customers, clients, suppliers, other stakeholders and competitors. To preserve our reputation and relationship with stakeholders, do not engage in any illegal or unethical conduct when dealing with stakeholders or competitors.

COMMUNICATIONS AND MEDIA

Use the company’s various forms of communication properly and appropriately.

All business matters that involve electronic, written communication must be conducted by employees on the company’s email system or through other systems provided by the company (such as Skype). You must at all times use our e-mail, Internet, telephones and other forms of communication appropriately and professionally. While we appreciate the need for limited use of these tools for personal purposes, your use should not be excessive or detract from your work. Employees should not email business information to their personal email accounts or maintain a copy of business information on their personal computers or other non-work electronic devices. When using company-provided technologies such as computers, mobile phones and voicemail, you should not expect that the information you send or receive is private. Your activity may be monitored to ensure these resources are used appropriately.

Be cautious in your use of social media.

The company’s social media policy is that, unless you are expressly authorized, you are strictly prohibited from commenting, or posting about, or otherwise discussing the company, its customers and clients, and its securities, investments and other business matters on all social media forums, including, but not limited to, social networks, chat rooms, wikis, virtual worlds and blogs (collectively, “social media”). For further details on the appropriate use of social media, you should refer to the company’s Social Media Policy.

Do not speak on behalf of the company unless authorized to do so.

It is important to ensure our communications to the public are: (a) timely; full, true and plain; and (c) consistent and broadly disseminated in accordance with all applicable legal and regulatory requirements. You may not make public statements on Multiplex’s behalf unless you have been designated as a “Spokesperson”. If a shareholder, financial analyst, member of the media or other third-party contacts you to request information, even if the request is informal, do not respond to it unless you are authorized to do so. In this event, refer the request to your supervisor or forward the request to an individual at the company employed in Marketing and Communications.

CONFLICTS OF INTEREST AND PERSONAL BEHAVIOUR

Exhibit personal behavior that reinforces a positive image of you and the company.

Your personal behavior, both inside and outside work, should reinforce a positive image of you, the company and its clients. It is essential to use good judgment in all your personal and business dealings. You should refrain from engaging in activities that could hurt the company’s reputation, or yours, and that could undermine the relationship of trust between you and the company. Employees who have acted inappropriately may be subject to disciplinary action up to and including termination for cause.
Remember your duties to Multiplex when participating in outside personal interests.

The company encourages directors and employees to be active participants in their community. While pursuing personal, political, not-for-profit activities or other like activities, be mindful that your participation in any outside interest must not prevent you from adequately discharging your duties to Multiplex. In addition, ensure that when you are involved in these activities you are not seen to be speaking or acting on behalf of the company without express authority.

Avoid situations in which your personal interests conflict with the interests of the company or others as clients of the company.

A “conflict of interest” for this purpose occurs when a person’s private interest interferes, or even appears to interfere, with the interests of the company. You may have a conflict of interest if you are involved in any activity that prevents you from performing your duties to the company properly, or that may create a situation that could affect your ability to act objectively, effectively and in the best interests of the company. Accordingly, you must place the company’s interest in any business matter ahead of any personal interest. Remember that the company’s interest includes the company’s obligations to its clients.

The best way to judge whether you may have a conflict of interest is to ask yourself whether a well-informed person would reasonably conclude that your interest could in any way influence your decision or performance in carrying out a duty on behalf of the company. To avoid conflicts of interest, identify potential conflicts when they arise and contact internal legal counsel if you are unsure whether a conflict exists. Directors should also consult with the Board of Directors on conflicts matters. In addition, if you become aware of any conflict or potential conflict of another director, officer or employee, you should consult with internal legal counsel (and the Board of Directors, as appropriate).

Obtain permission before pursuing business activities outside the scope of your role with the company.

“Other Business Activities,” otherwise known as “OBAs” include any business activities outside the scope of one’s role with the company, including any activity as an employee, independent contractor, sole proprietor, officer, director, manager or partner of another business organization, whether direct or indirect, regardless of whether compensation is involved. Employees must receive approval from a General Manager and the company’s internal legal counsel prior to accepting an OBA. Directors of the company must also advise the Board of Directors prior to taking on any OBAs.

Prior approval is not required to serve on boards of charities or small, private family holding companies that have no relation to the company. For greater clarity, approval is not needed to serve on the board of a family holding company which is an extension of one’s personal business affairs; however, it is needed to serve on the board of a private operating business with significant operations. When in doubt as to whether you need to obtain permission, ask the company’s internal legal counsel.

Do not take corporate opportunities as your own personal opportunities.

You are prohibited from taking personal advantage of a business or investment opportunity that you become aware of through your work at Multiplex. You owe a duty to the company to advance its interests when the opportunity arises, and you must not compete with the company in any way.

Use of contractor’s, subcontractor or suppliers to Multiplex

For Multiplex employees there is a zero tolerance policy to the purchase of goods, supplies or services from contractors, subcontractors or suppliers to Multiplex. Employees must not, without the prior written consent of the General Manager (or, in the case of the GM, without the prior written consent of the CEO or, in the case of the CEO without the prior written consent of the Board of Multiplex Global Ltd), engage, retain, hire or otherwise solicit, either orally or in writing, any vendor, contractor or other third party whom they know routinely supplies goods to or renders services for the company to supply goods to or render services for the employee’s personal purposes.
The only exception to this is where a contractor, subcontractor or supplier advertises widely in the domestic market and the goods, services and/or supplies can be obtained at market pricing or at a discount, if that discount is published and available to all Brookfield employees (for example advertised on the Multiplex intranet).

If an employee forms a close personal relationship with a client, contractor, subcontractor or supplier and the employee’s job role allows him/her authority over that person (for example if the employee has the authority to decide to whom to award contracts), the relationship must be declared to the employee’s manager. In these circumstances, the company reserves the right to transfer the employee to another department/project and/or amend the employees job role to avoid a potential conflict of interest.

POSITIVE WORK ENVIRONMENT

Be committed to creating a respectful work environment free from discrimination\(^3\), violence\(^4\) and harassment\(^5\).

The company does not tolerate workplace discrimination and harassment. All directors, officers and employees must ensure that the company is a safe and respectful environment where high value is placed on equity, fairness and dignity. For more information on the company’s commitment to a positive work environment, refer to the company’s Positive Work Environment Policy.

You have a duty to report discrimination, violence and harassment.

If you experience or become aware of discrimination, violence or harassment, you have a duty to report it. An employee should report such incidents in accordance with the “Reports and Complaints” section of the Code. Complaints of discrimination, violence or harassment will be taken seriously and investigated. Any employee found to be harassing, acting or threatening to act violently towards, or discriminating against another individual, or any employee who knowingly condones the discrimination of, violence towards, or harassment of another individual, will be subject to disciplinary action up to and including termination for cause.

The company reserves the right to discipline you if you knowingly make a false accusation about an innocent party; however, you will not face retaliation for making a good faith report or assisting in the investigation of a complaint.

Be committed to ensuring the health and safety of fellow directors, officers and employees.

We all have the right to work in an environment that is safe and healthy. In this regard, employees must:

a. comply strictly with all occupational, health and safety laws and internal procedures;

b. not engage in illegal or dangerous behaviour, including any acts or threats of violence;

c. not possess, distribute or be under the influence of illicit drugs or alcohol while on company premises or when conducting company business; and

\(^3\) “Discrimination” means the denial of opportunity, or harassment through differential treatment of an individual or group. It does not matter whether the discrimination is intentional; it is the effect of the behaviour that matters. Discrimination on the basis of age, colour, race, religion, gender, marital status, ancestry, sexual orientation, national origin, disability or any other characteristic protected by law is prohibited.

\(^4\) “Violence” in the workplace generally means the exercise of physical force by a person against another person, in a workplace, that causes or could cause harm, physical injury or illness to that person. It includes an attempt to exercise physical force against a person in a workplace that could cause harm, physical injury or illness to that person, and a statement or behaviour that a person could reasonably interpret as a threat to exercise physical force against that person, in a workplace, that could cause harm, physical injury or illness.

\(^5\) “Harassment” generally means a course of verbal or physical conduct that singles out a person to the detriment or objection of that person and includes sexual harassment. Harassment covers a wide range of conduct, from direct requests of a sexual nature to insults, to disparaging remarks, to offensive jokes or slurs, to bullying. Harassment may occur in a variety of ways and may, in some circumstances, be unintentional. Regardless of intent, all harassment negatively affects individual work performance and our workplace as a whole and is not tolerated.
d. not possess or use weapons or firearms or any type of combustible material in the company’s facilities, or at company-sponsored functions.

If you or someone you know is in immediate danger of serious bodily harm, first call local law enforcement authorities and then report the incident in accordance with the “Reports and Complaints” section of the Code.

COMPLIANCE WITH LAWS, RULES, REGULATIONS AND POLICIES

Know and comply with all laws, rules, regulations and policies applicable to your position.

Many of the company’s activities are governed by laws, rules, regulations and policies that are subject to change. If you have questions about the applicability or interpretation of certain laws, rules, regulations or policies relevant to your duties at Multiplex you should consult with the company’s internal legal counsel. In the event a local law, custom or practice conflicts with the Code you must adhere to whichever is most stringent. If you know of any of our practices that may be illegal, you have a duty to report it. Ignorance of the law is not, in general, a defense to breaking the law. We expect you to make every reasonable effort to become familiar with the laws, rules, regulations and policies affecting your activities and to comply with them. If you have any doubts as to the applicability or interpretation of any of the above, you should obtain advice from the company’s internal legal counsel.

Do not give or receive bribes, including “facilitation payments”.

We value our reputation for conducting business with honesty and integrity. It is vital for us to maintain this reputation as it generates confidence in our business by our stakeholders, which ultimately means it is good for business. We do not pay bribes in furtherance of our business, either directly or indirectly, and you are not permitted to pay bribes on our behalf or authorize others to pay bribes on our behalf. This commitment comes from the highest levels of management and you must meet this standard. Facilitation payments are also a form of bribe and are therefore not permitted. Refer to the company’s Anti-Bribery and Corruption Policy for further details.

Giving or receiving gifts/entertainment should be reasonable, and in certain cases prohibited.

Gifts and entertainment given to or received from persons who have a business relationship with the company are generally acceptable, if the gift or entertainment is modest in value, appropriate to the business relationship, and does not create an appearance of impropriety. No cash or cash equivalent payments should be given or received. In addition, gifts must not be given to or received from public officials. Employees who do not comply with these requirements may be required to reimburse the company for the value of any gifts or benefits they make or receive on behalf of the company. Refer to Appendix A and the company’s Anti-Bribery and Corruption Policy for further details.

No political donations to candidates and political parties.

You are prohibited from making any political donations, no matter how small, on behalf of the company (directly or indirectly). Political donations made by individuals on their own behalf should comply with local laws and regulations. Various countries impose specific restrictions and rules with respect to political contributions, which can carry significant penalties for the company for violations and it is your responsibility to understand the laws applicable to you.

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6 Facilitation payments are small payments made to secure or speed up routine actions or otherwise induce public officials or other third parties to perform routine functions they are otherwise obligated to perform, such as issuing permits, approving immigration documents or releasing goods held in customs. This does not include legally required administrative fees or fees to fast-track services.
We must prevent the use of our operations for money laundering or any activity that facilitates money laundering, the financing of terrorism, or other criminal activities.

The company is strongly committed to preventing the use of its operations for money laundering, the financing of terrorism, or other criminal activities, and will take appropriate actions to comply with applicable anti-money laundering laws. Jurisdictions may publish lists of individuals and organizations that the company is prohibited from accepting funds from or distributing funds to under applicable anti-money laundering laws. Employees are expected to use reasonable care to verify that counterparties are not owned or controlled by, or acting on behalf of, sanctioned governments, groups, individuals or others. This includes requiring counterparties to make anti-money laundering representations in documents with the company, which internal legal counsel can provide upon request. The company is responsible for developing and implementing an anti-money laundering and economic sanctions compliance program, with a view to managing the risks of their business in this area.

You should consider your rights and obligations when providing information to governmental authorities.

Either during or following your employment or directorship at Multiplex you may be contacted by governmental authorities (e.g. law enforcement, securities regulators, etc.) who are seeking confidential information from you which you obtained through your association with Multiplex. Whether you are able to respond to these questions or not, we strongly recommend that, for your own protection, you do not speak with authorities without first seeking legal advice on your rights and obligations. In this situation, you may contact the company’s internal legal counsel who can help you retain counsel that can assist you.

Notwithstanding the foregoing, nothing in the Code prohibits or restricts you in any way from providing information to a government authority pursuant to applicable whistleblowing regulations.

You have internal reporting obligations in the event you are convicted of a felony or misdemeanor.

We are only as good as our people, and therefore our reputation as a leading global contractor depends on the reputation of the individuals who serve the company as a director, officer or employee. Our screening process at Multiplex is rigorous and includes background checks so that we have the best information possible about our prospective directors, officers and employees. Once at Multiplex, we expect you to continue to adhere to these principles of openness, honesty and transparency. If at any time while you are associated with the company you are convicted of a felony or misdemeanor or are involved in any conduct that you think may be relevant to your reputation, you have an obligation to report this information to internal legal counsel or your supervisor so that it may be appropriately documented internally.

REPORTS AND COMPLAINTS

You are strongly encouraged to make good faith reports and complaints.

Internal reporting is critical to the company’s success, and it is both expected and valued. You are required to be proactive and promptly report any suspected violations of the Code, or any illegal or unethical behavior that you become aware of. When making a report, please include specific details and back-up documentation where feasible in order to permit adequate investigation of the concern or conduct reported. Vague, nonspecific or unsupported allegations are inherently more difficult to pursue.

Employees should report violations of the Code to their manager, since their manager is generally in the best position to resolve the issue. Alternatively, you may contact the company’s internal legal counsel or human resources department to report potential Code violations, or if you have any specific or general questions. Directors should promptly report violations to the internal legal counsel and the Board of Directors.

If you have questions about the company’s whistleblowing policy, contact the company’s internal legal counsel, human resources or refer to the Whistleblowing Policy.
In the event you do not want to report violations to your supervisor or internal legal counsel, you can always report a complaint through the company’s reporting hotline.

Our reporting hotline (the “Reporting Hotline”) is managed by an independent third party called the Network. The Reporting Hotline allows anyone to call anonymously (if they so choose) to report suspected unethical, illegal or unsafe behaviour in English and other languages. The Reporting Hotline is available toll-free, 24 hours a day, 7 days a week. Refer to the “Contact Information” section of the Code for the Reporting Hotline phone numbers.

**Complaints will be kept confidential and will be dealt with appropriately.**

The confidentiality of reported violations will be maintained to the fullest extent possible, consistent with the need to conduct an adequate review and subject to applicable law. We would prefer that you identify yourself to facilitate our investigation of any report; however, you can make an anonymous report. The party receiving the complaint must record its receipt, document how the situation was dealt with and file a report with internal audit, which will be retained for the record. The Chief Internal Auditor will report all illegal and unethical conduct in violation of the Code to the appropriate Multiplex Board of Directors, or a committee thereof, and externally in accordance with applicable laws (where applicable).

**You will not experience retribution or retaliation for a complaint made in “good faith”.**

No retribution or retaliation will be taken against any person who has filed a report based on the reasonable good faith belief that a violation of the Code has occurred or may in the future occur; however, making a report does not necessarily absolve you (if you are involved) or anyone else of the breach or suspected breach of the Code. The company reserves the right to discipline you if you provide false information or make an accusation you know to be untrue. This does not mean that the information that you provide has to be correct, but it does mean that you must reasonably believe that the information is truthful and demonstrates a possible violation of the Code. If you believe that you have been unfairly or unlawfully retaliated against, you may file a complaint with your supervisor or the company’s internal legal counsel, or by calling the Reporting Hotline.

**DISCIPLINARY ACTION FOR CODE VIOLATIONS**

Please note that we reserve the right to take disciplinary action for Code violations that fits the nature and particular facts of the violation. This could include immediate termination for cause and, if warranted, legal proceedings may be brought against you.

**STATEMENT OF COMPLIANCE**

Upon joining Multiplex, each director, officer and employee will be provided with a copy of the Code and required to sign an acknowledgement. On an annual basis, each director, officer and employee will be required to re-certify compliance with the Code. **Annual execution of a Statement of Compliance with the Code (electronically or in writing) shall be a condition of your continued directorship or employment with the company.**

**WAIVERS**

A waiver of the Code will be granted only in very exceptional circumstances. A Code waiver for Multiplex’s employees must be approved by the General Manager or CEO. A Code waiver for Multiplex’s Board of Directors must be approved by the Board of Directors.

**AMENDMENTS**

Multiplex’s Board of Directors reviews and approves the Code on at least an annual basis and is ultimately responsible for monitoring compliance with the Code.
Appendix A

REGIONAL DIFFERENCES

MULTIPLEX

MULTIPLEX CONSTRUCTIONS PTY LTD
MULTIPLEX ENGINEERING & INFRASTRUCTURE PTY LTD
MULTIPLEX AUSTRALASIA PTY LTD
BROOKFIELD MULTIPLEX (INDIA) PRIVATE LTD

All directors, officers and employees of Multiplex, and subcontractors and supply chain as relevant must note the following differences from the Brookfield Group Code of Business Conduct and Ethics.

Cash
In no circumstances must cash be used for any payment or gifts. This includes payments to any suppliers, clients, subcontractors or on a construction project other than for minor day to day items. Where minor consumables are paid for by cash, receipts need to be processed through Spendvision/Fraedom.

Workplace Behaviour
Employees must not engage in bullying behaviour under the Code. Where there are references to harassment in the Code, they should be read as harassment and bullying. Bullying is defined at law as repeated, unreasonable behaviour that creates a risk to the health and safety of another person. In all cases employees must not engage in bullying behaviour.

Gifts

Australia

1. All MPX employees, directors and officers must not accept or give gifts in excess of AUD$250, unless prior approval is obtained from the Regional Managing Director of a region and the CEO. All gifts in excess of AUD$250 whether given or received must be recorded in the gift register. For gifts being given in excess of AUD$250 approval will be required before the gift is given.
2. Gifts may not be given to or received from public officials.
3. For the purposes of the Code a gift may include free travel or free accommodation.
4. Where an employee is uncertain about whether a particular gift exceeds the agreed threshold of AUD $250 they should discuss this with the Regional Managing Director in their region or the CEO.
5. A Gift Register is maintained by Internal Legal Counsel of Multiplex.

India

1. No gifts are to be given in India unless they are corporate gifts branded with the Multiplex logo or are minimal value.
2. No gifts are to be accepted by MPX employees unless they are of minimal value.
3. Gifts may not be given to or received from public officials.
4. For the purposes of the Code a gift may include free travel or free accommodation.

A Gift Register is maintained by Internal Legal Counsel of Multiplex
**Entertainment**

1. It is acceptable to accept modest entertainment from persons doing or seeking to do business with the company, or to provide modest entertainment to such persons, provided the benefits are given in accordance with generally accepted business practices.

2. Entertainment will be regarded as acceptable where its value is less than:
   - **Australia** - $250 (two hundred and fifty Australian Dollars) per head
   - **India** – INR 500 (Five hundred Indian Rupees) per head

Please note that entertainment could include business trips, tickets to events and associated hospitality and/or lunches or dinners. It could also include circumstances where you procure donations for a charity that either you or the company supports. Please refer to the Code for further information on the company’s policies in this regard.

3. For Australia, CEO approval is required before any gift or entertainment over AUD$250 is given or accepted.
4. For India, CEO approval is required before any entertainment over INR 500 is given or accepted.

Applications for approval for hospitality or entertainment are likely to be inappropriate where the request involves:

   a. Foreign travel and/or foreign accommodation
   b. Its value is in excess of AUD$250/India INR 500 per person
   c. It has been offered by a sub-contractor/supplier or offered to a client during tender/negotiation phase (ie pre-contract where contract anticipated)
   d. Hospitality where the host does not also attend
   e. An event where the duration exceeds 1 day

In order to obtain the requisite approval to accept or offer hospitality, services or charitable donations over the value of the Gift Register Amount, you must complete the necessary form, have it approved by your Regional Managing Director and the CEO, and submit the form to the Internal Legal Counsel for inclusion on the Gift Register. This should occur prior to the gift or entertainment being given or accepted.

Where gifts or entertainment are accepted in excess of the Gift Register Amount without approval, an individual will be required to repay the amount.

The following is a list of examples of entertainment and hospitality that might be given or received with an indication as to whether it would be considered acceptable.

   i. A subcontractor invites you to attend a grand prix event in Singapore. He will be paying for your flights and accommodation. This invitation should be declined.
   ii. You are invited to attend a local sporting event with a client and attend pre-match drinks. This invitation can be accepted if the cost is less than AUD$250. If it is in excess of AUD$250 it must be approved by your Regional Managing Director and the CEO prior to acceptance.
   iii. You are your wife are given tickets to a music concert from a subcontractor who is no longer able to attend. This gift cannot be accepted.
   iv. A subcontractor offers you an expensive pen in excess of AUD$250 or INR500 as a ‘thank you’ for your work on a particular project. This gift should be declined.
Conflicts of Interest

The Code states that employees should not take Corporate opportunities as personal opportunities. For Multiplex Construction’s employees in Australia and India there is a zero tolerance policy to any such conflict or potential conflict of interest. Employees must not, without the prior written consent of the CEO (or, in the case of the CEO, without the prior written consent of the Board of Multiplex Pty Ltd), engage, retain, hire or otherwise solicit, either orally or in writing, any vendor, contractor or other third party whom they know routinely supplies goods to or renders services for the company to supply goods to or render services for the employee’s personal purposes.

The only exception to this is where a subcontractor or supplier advertises widely in the domestic market and the goods, services and/or supplies can be obtained at market pricing or at a discount, if that discount is published and available to all Brookfield or Multiplex employees (for example advertised on the Multiplex intranet).

Political Donations

**Australia**

Multiplex directors, officers and employees must comply with the approved Multiplex Political Donations policy. In essence no donations, other than those specifically approved may be in the agreed budget made. Attending functions, purchasing raffle tickets or silent auction items or entertaining politicians may be seen as political donations. No political donations may be made unless approved in advance in accordance with the policy.

**India**

No political donations are to be made in India.
INTERNAL CONTACT INFORMATION
MULTIPLEX

Reporting Hotline
Australia – 1800 152 863
India – 000-117-800-795-2716
Collect – Worldwide – 001-770-613-6339

Chief Executive Officer

Australia and India – John Flecker – 1/123 St Georges Terrace, Perth, WA 6000
(E-mail: john.flecker@multiplex.global Tel: +61 8 9428 6617)

General Counsel (internal legal officer)

Meg Redwin – Level 22, 135 King Street, Sydney NSW 2000
(E-mail: meg.redwin@multiplex.global Tel: +61 2 9322 2919)

Director of Corporate Audit Services (Risk Management & Controls)

Philippe Lascar - Level 22, 135 King Street, Sydney NSW 2000
(Email: philippe.lascar@au.brookfield.com Tel: +61 2 9322 2000)

Chief Financial Officer, MPXG

Derek Gorgi - 99 Bishopsgate, 2nd Floor London, EC2M 3XD
(E-mail: derek.gorgi@multiplex.global Tel: +44 (0)20 3829 2500)

Australian Executive Group

John Flecker – Chief Executive Officer – john.flecker@multiplex.global
Meg Redwin – General Counsel – meg.redwin@multiplex.global
Eamonn Morris – Chief Financial Officer – eamonn.morris@multiplex.global
Don Aroney – Executive Director, Operations – don.aroney@multiplex.global
Prof Dennis Else – Executive Director Sustainability, Safety & Health – dennis.else@multiplex.global
David Ghannoum – Regional MD NSW – david.ghannoum@multiplex.global
Chris Palandri – Regional MD WA – chris.palandri@multiplex.global
Graham Milford-Cottam – Regional MD VIC, SA, QLD – graham.milford-cottam@multiplex.global
Caitriona Comerford – Executive Director, People – caitriona.comerford@multiplex.global

India

Jaspree Bhullar – Managing Director India – jaspree.bhullar@multiplex.global
Swati Sharma – Human Resources – swati.sharma@multiplex.global
Appendix A

REGIONAL DIFFERENCES
MULTIPLEX CONSTRUCTION EUROPE LIMITED
MULTIPLEX CONSTRUCTION CANADA LIMITED

All directors, officers and employees of Multiplex Construction Europe Limited AND Multiplex Construction Canada Limited AND Brookfield Multiplex Middle East & Asia Holdings (referred to below jointly as “Brookfield”) must note the following differences from the Group Code of Business Conduct and Ethics that shall apply to them.

The Giving of Gifts

1. No gifts are to be given on behalf of the company without the approval of either the CEO or the Managing Director/President.

Receiving of Gifts and Entertainment

2. It is acceptable to accept modest gifts and entertainment from persons doing or seeking to do business with the company, provided the benefits are given in accordance with generally accepted business practices.

3. The company has implemented a register to record all gifts, hospitality, services or charitable donations over the value of the “Gift Register Amount” for each Region (valued at ‘arm’s length’) given or received during the course of your employment.

The Gift Register Amount for each Region is as follows:
• Canada - $150 (one hundred and fifty Canadian Dollars)
• Europe - £150 (one hundred and fifty pounds Sterling)

This could include business trips, tickets to events and associated hospitality and/or lunches or dinners. It could also include circumstances where you procure donations for a charity that either you or the company supports. Please refer to the Code for further information on the company’s policies in this regard.

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<th>Value</th>
<th>Approval</th>
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<td>Up to the Gift Register Amount</td>
<td>Individual</td>
<td>At discretion of individual (assessed in accordance with this Code and the Anti-Bribery and Corruption Policy)</td>
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<tr>
<td>Over the Gift Register Amount</td>
<td>Any TWO of Managing Director/President, CFO, General Counsel or Human Resources</td>
<td>Approval must be granted before the individual accepts or offers the gift, hospitality, services or donation</td>
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Applications for approval for hospitality or entertainment are likely to be inappropriate where the request involves:

a. Foreign travel and/or foreign accommodation
b. Its value is in excess of £500/$750/
c. It has been offered by a sub-contractor/supplier during tender/negotiation phase (ie pre-contract where contract anticipated)
d. Hospitality where the host does not also attend
e. An event where the duration exceeds 1 day

In order to obtain the requisite approval to accept or offer hospitality, services or charitable donations or to accept gifts over the value of the Gift Register Amount, you must complete and submit the form (the form can be obtained from the company’s Custodian of the Company Gift, Hospitality and Services Register).

The Managing Director/President must obtain approval from the Chief Executive Officer. The Chief Executive Officer must obtain approval from the Board of Multiplex Pty Ltd.

The person receiving the notification must ensure that the company’s Custodian of the Company Gift, Hospitality and Services Register receives a signed copy of the notification in the form for entry into the Register.

The following is a list of examples of entertainment and hospitality that might be given or received with an indication as to whether it would be considered acceptable.

i. A subcontractor invites you to attend a horse race in Paris. He will be paying for your flights and accommodation. This invitation should be declined.
ii. You are invited to attend a local sporting event with a client and attend pre match drinks. This invitation can be accepted once a form is submitted and approved.
iii. You and your wife are given tickets to a music concert from a subcontractor who is no longer able to attend. This invitation cannot be accepted.
iv. You are invited to play golf in Pasedena and your flights are being paid for. This invitation should be declined.
v. A subcontractor offers you an expensive pen as a ‘thank you’ for your work on a particular project. This invitation should be declined.

Conflicts of Interest
For Multiplex employees there is a zero tolerance policy to the purchase of goods, supplies or services from contractors, subcontractors or suppliers to Multiplex. Employees must not, without the prior written consent of the CEO (or, in the case of the CEO, without the prior written consent of the Board of Multiplex Pty Ltd), engage, retain, hire or otherwise solicit, either orally or in writing, any vendor, contractor or other third party whom they know routinely supplies goods to or renders services for the company to supply goods to or render services for the employee’s personal purposes.

The only exception to this is where a subcontractor or supplier advertises widely in the domestic market and the goods, services and/or supplies can be obtained at market pricing or at a discount, if that discount is published and available to all Brookfield employees (for example advertised on the Multiplex intranet).

If an employee forms a close personal relationship with a client, contractor or supplier and the employees job role allows him/her authority over that person (for example if the employee has the authority to decide to whom to award contracts), the relationship must be declared to the employee’s manager. In these circumstances, the organisation reserves the right to transfer the employee to another department/project and/or amend the employee’s job role to avoid a potential conflict of interest.

Political Donations
Multiplex directors, officers and employees must comply with the approved Multiplex Political Donations policy.
No political donations may be made unless approved in advance by the most senior legal or compliance person within Multiplex Construction Europe Limited, Brookfield Multiplex Middle East and Asia Holdings WLL and Multiplex Construction Canada Limited (as relevant). Any queries or requests for other donations must be forwarded to the CEO of Multiplex prior to payment.
INTERNAL CONTACT INFORMATION
MULTIPLEX

Reporting Hotline
Europe – 0808-234-2210
Canada – 1-800-665-0831
Collect – Worldwide – 770-613-6339

Chief Executive Officer

Europe, Middle East and Canada - Ashley Muldoon - 99 Bishopsgate, 2nd Floor London, EC2M 3XD (E-mail: ashley.muldoon@multiplex.global Tel: +44 (0)20 3829 2500)

General Counsel (internal legal officer)

Europe, Middle East and Canada – Ben Keenan - 99 Bishopsgate, 2nd Floor London, EC2M 3XD (E-mail: ben.keenan@multiplex.global Tel: +44 (0)20 3829 2500)

Canada – Andrea Rinaldi – Legal Counsel - Exchange Tower, 130 King Street W, Suite 2350, Toronto, ON M5X 2A2 (E-mail: Andrea.Rinaldi@multiplex.global Tel: +416-369-2737)

Director of Risk Management and Controls

All regions – Philippe Lascar - Level 22, 135 King Street, Sydney NSW 2000
(Email: philippe.lascar@au.brookfield.com Tel: +61 2 9322 2000)

Managing Director/ President

Canada – Ralph Tulipano - President - Exchange Tower, 130 King Street W, Suite 2350, Toronto, ON M5X 2A2 (E-mail: ralph.tulipano@multiplex.global Tel: +416-363-9491)

Europe – Ross Ballingall - Managing Director - 99 Bishopsgate, 2nd Floor London, EC2M 3XD (E-mail: ross.ballingall@multiplex.global Tel: +44 (0)20 3829 2500)

Global Financial Officer

Derek Gorgi - 99 Bishopsgate, 2nd Floor London, EC2M 3XD
(E-mail: derek.gorgi@multiplex.global Tel: +44 (0)7702 127 575)

Human Resources

All regions – Anna Browning - 99 Bishopsgate, 2nd Floor London, EC2M 3XD
(E-mail: anna.browning@multiplex.global Tel: +44 (0)20 3829 2500)

Custodian of the Company Gift, Hospitality and Services Register

Canada – Andrea Rinaldi - Exchange Tower, 130 King Street W, Suite 2350, Toronto, ON M5X 2A2
(E-mail: Andrea.Rinaldi@multiplex.global Tel: +416-369-2737)

Europe – Sarah Pearce - 99 Bishopsgate, 2nd Floor London, EC2M 3XD
(E-mail: sarah.pearce@multiplex.global Tel: +44 (0)20 3829 2500)
All directors, officers and employees must complete this Statement of Compliance or certify the company’s electronic Statement of Compliance through the company’s web-based compliance program.

I have received, read and understand the Code of Business Conduct and Ethics (the Code) and agree to comply with all provisions of the 2018 Code.

To the best of my knowledge, I am not involved in any situation that conflicts or might appear to conflict with the Code.

I also agree to notify my supervisor, the Chief Internal Auditor of the company, or in the case of directors, the Chairperson of the Board, immediately of any change that might adversely affect my compliance with the Code.

To the best of my knowledge, in the 12 months prior to today’s date I have complied with all provisions of the 2018 code.

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(Signature)
CONTACT INFORMATION

REPORTING HOTLINE

UAE (English) 00 1 800 795 2716
UAE (Hindi) 8000 021 then 800 795 2716
Qatar 800 0249
Collect – Worldwide 770 613 6339
Online: http://brookfield.tnwreports.com/

Chief Executive Officer
- Ashley Muldoon - One Broadgate, London EC2M 2QS
  (Email: ashley.muldoon@multiplex.global Tel: +44 (0) 20 3829 2500)

General Manager
- UAE - James Grljusich, - Level 1, Al Manara Building, Sheikh Zayed Road, PO Box 212975, Dubai, UAE
  (Email: James.Grljusich@multiplex.global Tel: +971 4 315 8500)
- UAE - Nick Petricola, - Level 1, Al Manara Building, Sheikh Zayed Road, PO Box 212975, Dubai, UAE
  (Email: Nick.Petricola@multiplex.global Tel: +971 4 315 8500)
- QATAR - Renier Breitenbach, - Level 2, Jaidah Square, Airport Road, PO Box 23793, Doha, Qatar
  (Email: Renier.Breitenbach@multiplex.global Tel: +974 400 50 555)
- SERVICES – Stephen Thomas, General Manager – Level 17, Al Saqr Business Tower, Sheikh Zayed Road, PO Box 213081, Dubai, UAE (Email: stephen.thomas@multiplex.global Tel: +971 4 315 8536)

General Counsel /Internal Legal Counsel
- Europe, Canada, Middle East – Ben Keenan - One Broadgate, London EC2M 2QS
  (Email: ben.keenan@multiplex.global Tel: +44 (0)20 3829 2500)
- Kate Boeck – Level 1, Al Manara Building, Sheikh Zayed Road, PO Box 212975, Dubai , UAE
  (Email: Kate.boeck@multiplex.global Tel: +971 4 315 8500)

Chief Financial Officer
- Europe, Canada, Middle East – Derek Gorgi - One Broadgate, London EC2M 2QS
  (Email: derek.gorgi@multiplex.global Tel: +44 (0) 20 3829 2500)

Director of Risk Management and Controls
- Philippe Lascar - 99 Bishopsgate, London EC2M 3XD
  (Email: Philippe.lascar@brookfield.com Tel: +44 (0)20 7659 3501)

Human Resources
- Europe, Canada, Middle East – Anna Browning - One Broadgate, London EC2M 2QS
  (E-mail: anna.browning@multiplex.global Tel: +44 (0) 20 3829 2500)
- Hemangi Nair - Level 1, Al Manara Building, Sheikh Zayed Road, PO Box 212975, Dubai , UAE
  (Email: Hemangi.Nair@multiplex.global Tel: +971 4 315 8500)

Custodian of the Company Gift and Entertainment Register and Charitable Events and Donations Register
- Rocheline Ticar - Level 1, Al Manara Building, Sheikh Zayed Road, PO Box 212975, Dubai, UAE
  (Email: Rocheline.Ticar@multiplex.global Tel: +971 4 315 8500)

LEGAL NOTICE
Multiplex reserves the right to modify, suspend or revoke the Code and any related policies and procedures at any time. Multiplex also reserves the right to interpret and amend the Code and these policies at its discretion. Any amendments to the Code will be disclosed and reported as required by applicable law.

The Code is posted on our website and intranet. The version of the Code in our website and intranet may be more current and supersede any paper copies, should there be any discrepancy between paper copies and what is posted online.
APPENDIX A

The Giving of Gifts

1. No gifts are to be given on behalf of the company without the approval of any TWO of: a General Manager and an internal legal counsel.

2. No gifts are to be given to public officials.

Receiving of Gifts and / or the receiving or giving of Entertainment

3. No gifts are to be received from public officials.

4. It is acceptable to accept modest gifts and entertainment from persons doing or seeking to do business with the company, provided the benefits are given in accordance with generally accepted business practices.

5. It is acceptable to provide modest entertainment to persons doing or seeking to do business with the Company provided the benefits are given with generally accepted business practices.

6. Gifts and entertainment will generally be regarded as acceptable where its value is less than:

   - Middle East – 750 Dirhams/ 750 Qatari Riyal

The company has implemented a register to record all gifts and entertainment equal or over the value of AED750 / QAR750 (valued at ‘arms- length’) given or received during the course of your employment.

Entertainment could include business trips, tickets to events and associated hospitality and/or lunches or dinners. Please refer to the Code for further information on the company’s policies in this regard.

7. Approval must be granted before the acceptance of any gift or the acceptance or giving of entertainment equal or above the value of AED750/QAR750 by completing and submitting the Gift and Entertainment form for approval (available on the Company’s intranet).

Approval must be given by any TWO of: a General Manager and an internal legal counsel.

Applications for approval for hospitality or entertainment are likely to be inappropriate and rejected where the request involves:

   a. Foreign travel and/or foreign accommodation

   b. Its value is in excess of 1000 dirham/1000 Qatari Riyal per person

   c. It has been offered by a sub-contractor/supplier during tender/negotiation phase (ie pre-contract where contract anticipated)

   d. Hospitality where the host does not also attend

   e. An event where the duration exceeds 1 day

8. You must also record any rejected gift or hospitality in a Gift and Entertainment form (available on the intranet).

9. Where gifts or entertainment are accepted in excess of the AED750/ QAR750 without the prior approval detailed above, those individuals will be required to reimburse the Company for the
value of any gift or entertainment given or received on behalf of the Company.

10. The following is a list of examples of entertainment that might be given or received with an indication as to whether it would be considered acceptable.

   a. A subcontractor invites you to attend a horse race in Paris. He will be paying for your flights and accommodation. This invitation should be declined.

   b. You are invited to attend a local sporting event with a client and attend pre match drinks. This invitation can be accepted if the cost of the full day is less than AED750/QAR750. If it is equal to or in excess of AED750/QAR750 it can be accepted after a Gift and Entertainment form is submitted and approved.

   c. You and your wife are given tickets to a music concert from a subcontractor who is no longer able to attend. This invitation can no longer be accepted because the subcontractor will not be attending.

   d. You are invited to play golf in Oman and your flights are being paid for. This invitation should be declined.

   e. A subcontractor offers you an expensive pen as a ‘thank you’ for your work on a particular project. This invitation should be declined.

   The giving or receiving or Charitable Donations

11. The collection of charitable donations in the name of the company is prohibited for all employees, directors and/or officers of the company. Charitable donations may include tickets sales, sponsorships, raffles, auctions and/or similar.

12. The only exception to this is where the Company is hosting a charitable event and has express authorization from the relevant UAE/ Qatari authorities regulating charitable events to collect charitable donations.

13. The Company may only donate charitable funds to a charity registered in the United Arab Emirates / Qatar.

14. All charitable events and donations must be recorded in the Charitable Events and Donations Register.
APPENDIX B

CODE OF BUSINESS CONDUCT AND ETHICS
STATEMENT OF COMPLIANCE

All directors, officers and employees must complete this Statement of Compliance or certify the company’s electronic Statement of Compliance through the company’s web-based compliance program.

I have received, reviewed and understand the Code of Business Conduct and Ethics (the “Code”) of Multiplex Middle East Management Co Limited (the “company”) for directors, officers and employees.

I hereby agree to comply with the Code, including its provisions for nondisclosure of information both during and after appointment or employment.

To the best of my knowledge, I am not involved in any situation that conflicts or might appear to conflict with the Code.

I also agree to notify my manager, the General Manager or the Director of Risk Management and Controls of the company, or in the case of directors, the Board of Directors, immediately of any change that might adversely affect my compliance with the Code.

Name: ____________________________

Company: ____________________________

Position Title: ____________________________

Branch/Department: ____________________________

Location: ____________________________

Date and Signature: ____________________________  (Signature)