# Employee code of conduct guidelines

1. Introduction

These employee conduct guidelines help to guide employees on how to act, and clarify how The Company expects employees to perform.

1. Work ethic

Employees are expected to perform their duties to the maximum of their ability and deliver acceptable objectives to The Company.

1. Safety

Employees are expected follow health and safety guidelines and procedures and to be aware of, and report, any potential hazards.

1. Confidentiality

Unauthorised disclosure of The Company information, regarding either The Company or its employees, is prohibited.

1. Personal conduct

Employees are expected to act in a courteous, respectful manner at all times when dealing with fellow employees, suppliers, contractors, customers and the general public.

1. Dress
   * 1. Employees are expected to adhere to dress and presentation standards as required by the Company, and maintain standards of grooming and presentation that are appropriate to the nature of their position and/or the Company’s operations.
     2. Employees must wear specific safety wear or dress in a particular manner or in any uniform as directed by the Company.
2. Fair business

Employees are expected to behave honestly and openly and with integrity in their dealings with The Company. Employees must not mislead or defraud fellow employees, customers, suppliers, contractors or The Company in general.

1. Working environment
   * 1. All employees have a legal obligation not to discriminate or harass any employee, agent, contract worker, supplier or visitor.
     2. Employees are not permitted to smoke on The Company premises, except in designated smoking areas.
2. Gifts, conflict of interest and ethical conduct

Other than in the course of routine business, employees must not accept cash, gifts or gratuities from a supplier, agent, customer or contractor for any reason. Employees must not put themselves in a position where their interests conflict with those of The Company.

1. Obligation to disclose relevant information

Employees are obliged to inform The Company of any change in their circumstances that may affect their ability to perform their normal duties.

1. Use of company assets

Employees must not deliberately misuse or damage The Company’s property in their possession, care or custody. Employees must not use The Company’s assets, intellectual property or the services of other employees (including contractors) for private use or gain.

1. Scope of expected conduct

The expectations of this code apply at all times when engaging in work for the Company or activities incidental to work.

Work is not confined only to the Company’s worksites. Employees will be deemed to be at work when performing any work for the Company, if performing work outside of normal business or working hours, performing work away from the Company’s premises, or normal place of work, or taking a break during work.

Employees are in the workplace wherever they are participating in an activity or attending an event that is connected with the Company or employment. This includes attending Company functions or work-related, professional or social events such as the Company’s Christmas Party, training sessions or networking meetings.

Further, Employees must not do anything outside of work that is incompatible with their duties to the Company, may damage the employee’s relationship with the Company or may damage the Company’s reputation or its interests. This may include use of personal social media (see related policy)

1. Further information

If you require further information, please speak with your Manager.