

# Employee Code of Conduct Policy

## POLICY STATEMENT

The company will comply with ACCC regulated mandatory industry codes prescribed under the Competition and Consumer Act 2010, and with any relevant codes of practice that apply to the business in the state or territory where its operations or activities are being carried out. The company will inform all employees of their obligations, duties and responsibilities under a relevant code of practice, and adopt measure to ensure that employees act in accordance with the Employee Code of Conduct at all times while at work.

## AIMS AND OBJECTIVES

The company requires all employees (including line management) to always comply with the Employee Code of Conduct in carrying out their roles, functions, and duties within the company. The Code of Conduct provides clear instructions on what employees can and cannot do in the course of their employment.

## RESPONSIBILITIES

Company management will seek input from relevant stakeholders (including employees) in the development of the code of conduct. Senior management is responsible for disseminating the code to employees, and for providing information and training in how employees are to comply with the code. Management will also be responsible for the enforcement of the code, including disciplinary procedures for violations of the code and for review of the code to ensure that it remains relevant and effective.

All employees have responsibilities to maintain company values in the following areas:

- Ethical principles – including workplace behaviour and respect for all people in keeping with anti-discrimination laws.
- Values – including contributing to and maintaining an honest, unbiased, and unprejudiced work environment.
- Conflict of interest – whenever possible, do not let personal or financial interests get in the way of your job. If you are experiencing an ethical dilemma, talk to your manager.
- Accountability - including taking responsibility for their own actions, ensuring the appropriate use of information, exercising diligence in the conduct of their duty of care obligations.
- Standards of conduct – including complying with their job description; commitment to the company, and proper use of information technology (including internet, social media and email).
- Standards of practice – including current policies, procedures, and business operating manuals. When representing the company, focus on customer service and operational issues only, any matters of (or potential of) a legal or corporate affairs nature must be referred to the company director immediately.
- Disciplinary actions – including complaints handling and specific penalties for any violation of the code of conduct.

Signed: \_\_\_\_\_



Authorised By

Date: 1 July 2021