CODE OF CONDUCT

In order to deliver outstanding services to both clients and employees, Company name has a code of conduct which **MUST** be adhered to by all its employees and contractors. The Code of Conduct is based on personal responsibilities and workplace health and safety.

### PERSONAL RESPONSIBILITY

Everyone is responsible for building and preserving the reputation and high standards of Company name. To achieve this, all staff members and contractors **MUST**:

1. Provide high standards of service
2. Comply with all reasonable, lawful instructions given by Company name and/or host employer related to their work.
3. Not work intoxicated or under the influence of controlled or illegal substances.
4. Not participate in any form of serious misconduct including (but not limited to) theft, fraud or other dishonesty in connection with work, the use of abusive language, and indecent behaviour.
5. Not engage in fighting or disorderly conduct, or sexually harass other employees or community members.
6. Immediately inform Company name if charged with a criminal offence punishable by imprisonment or, if found guilty, would significantly affect his/her ability to perform normal duties.
7. Act honestly and with integrity in dealings on behalf of Company name.
8. Not act in a manner which could bring Company name into disrepute.

### WORKPLACE HEALTH AND SAFETY

All employees and contractors must comply with general health and safety practices. To achieve this, all employees and contractors should **ALWAYS**:

1. Comply with the requirements of the health and safety management systems at the work location.
2. Stop work and advise Company name immediately if your assigned role changes.
3. Do not begin any work that is unsafe.
4. Stop any work that becomes unsafe.
5. Only undertake work for which you are trained, competent, medically fit, and sufficiently rested and alert to carry out.
6. Make sure you know what to do if an emergency occurs at your place of work.
7. Help ensure those who work with you act consistently with Company name’s Health and Safety commitments.
8. Promptly report to site supervisors and Company name, any accident, injury, illness, unsafe or unhealthy condition, incident, so that steps can be taken to correct, prevent or control those conditions immediately. Never assume someone else will report a risk or concern.

The code of conduct cannot address every situation that may be encountered. Therefore, if faced with an issue that may constitute a breach or threat of this policy but it’s not clearly defined above, then individuals should ask for guidance and support from Company name.