

DOCUMENT TITLE: Employee Conduct

REVISION: 1.01

DOCUMENT CONTROL LOG:

	Name	Role	Signature	Date	Rev
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Reviewed By	Peter Lane	EHS Officer		12/06/2025	1.01

EMPLOYEE CONDUCT POLICY:

The Company's policy on employee conduct describes how you are expected to behave while working for the Company, representing the Company at a function, client meeting or other meeting, conference, industry event or other event, or while acting in an official capacity as a Company employee.

To promote efficiency, productivity, safety and cooperation in the workplace you must conduct yourself in an acceptable manner while on Company premises, when working with clients, while attending Company events or when representing the Company at any business or other outside functions. You are also expected to interact with co-workers, clients, guests, contractors, vendors, suppliers, business associates and visitors in a courteous and professional manner.

You are expected to always observe the terms and conditions of your Contract.

Any behaviour that is illegal, violates the safety and security of the Company employees or violates our policies is considered misconduct, if you engage in misconduct, you may be subject to disciplinary action which may take the form of a verbal warning, written warning, suspension with or without pay or discharge from employment. Refer to the Disciplinary Procedure for full details of the disciplinary process.

The following are examples of misconduct that are prohibited by our policies. The list is

comprehensive but not exhaustive:

Disorderly Behaviour or Conduct

- Insubordination or unwillingness to perform legitimate duties as required or directed by a person authorised to direct the work of others.
- Disorderly conduct, including speech or participation in fights on Company premises or related to employment that physically harms or threatens others or that is abusive to or disrespectful to any employee, member of management, client, vendor, contractor or other persons involved with the Company.

- Use of profane, abusive or obscene language where the language used is insulting, vicious or malicious.
- Harassing, discriminatory or abusive behaviour toward co-workers, clients, vendors, suppliers, business associates and visitors.
- Distribution or possession of literature or pictures that are libellous, slanderous, obscene or abusive.
- Defacing, damaging, writing or drawing upon any Company property or facilities.

Personal and Financial Integrity

- Unsatisfactory job performance.
- Misuse or waste of Company materials, time, property or equipment.
- Failing to work during work time, leaving work without permission, misuse of work time, neglecting duties or unduly disrupting the performance of other employees.
- Removing or borrowing Company property without prior authorisation, or the unauthorised use of Company equipment, time, or materials or facilities or the unauthorised use of Company property, equipment, time or materials for the benefit of any person or entity other than the Company except for minimal or insignificant use.
- Repeatedly working overtime without authorisation.
- Excessive or unexcused absenteeism or lateness.
- Failing to observe working schedules, including rest and meal periods.
- Falsifying personal records, CVs, medical records or application statements.
- Engaging in any unlawful or illegal activity while on Company premises, conducting business for the Company or otherwise representing the Company, including but not limited to criminal conduct or commission of a crime which in the Company's judgment detrimentally affects the organisation or your job performance.
- Engaging in any dishonest, unlawful or illegal activity, especially those involving issues of moral turpitude while off-duty, but which has a negative impact upon the Company's business, reputation, professionalism, integrity or community standing.
- Unauthorised or unlawful disclosure of confidential information.
- Committing a fraudulent or dishonest act or a breach of trust.
- Violations of any of the provisions of any Company handbook or other verbal or posted policies.



Luke Deasy
Managing Director