

Code of Ethics & Professional Conduct - Employee's & Volunteers.

The standards expected of employees include:

- Compliance with all company and workplace policies, procedures, rules, regulations and contracts;
- Compliance with all laws.
- Compliance with all reasonable and lawful instructions given by or on behalf of the Company.
- Devotion of the employee's entire time, attention and skill during normal working hours and at other times as reasonably necessary for the employee to perform their duties.
- To be honest and fair in dealings with customers, clients, co-workers, Company management and the general public, and to treat them with courtesy and respect.
- To be faithful and diligent, and actively pursue the Company's best interests at all times.
- To work in a safe and compliant manner, and to observe all workplace Health and Safety rules and responsibilities.

Refraining from any discriminatory, bullying or harassing behaviour toward customers, clients, co-workers, Company management and the general public.

- Do not harm the Company's reputation by making negative statements about the Company on social media, or any other public platform.
- Do not disclose any confidential information to any other competitive companies
- Do not engage in conduct, whether during or after work hours, that in the opinion of the Company causes damage or potential damage to the Company's reputation.
- Do not use, or come to work while affected by use of prohibited drugs or alcohol.
- Do not discriminate on the basis of personal characteristics including (but not limited to) sex, race, disability, pregnancy, age, marital status or sexual orientation.
- To ensure and maintain punctuality; To respect the Company's procedures.
- To dress in an appropriate manner and to ensure that appearance is presentable, clean, neat and tidy
- To not use Company internet to access and/or download sexually explicit material or other offensive material;
- To not use Company email to send sexually explicit or suggestive material, or other offensive or harassing material;
- To maintain both during employment and after termination of employment with the Company, the confidentiality of any confidential information, records or other materials acquired during the course of employment;
- At all times, behave in a way that upholds the Company's core values and the integrity and good reputation of the Company;

- Reporting any conduct of other workplace participants which is in breach of any of the above, or potentially in breach of any of the above, without delay.

OTHER POLICIES

Employees are encouraged to read this policy in conjunction with other relevant Company policies, including:

- Workplace Anti-Bullying & Anti-Harassment Policy;
- Equal Employment Opportunity and Anti-Discrimination Policy.
- Whistleblowers Policy