

Code of Conduct

Purpose

All employees of the company are expected to observe the highest possible standards of behaviour, ethics and integrity as a condition of their employment. It is expected that all employees will follow health and safety requirements, relevant Government regulations and legislations, and appropriate professional standards.

Policy

All employees, sub-contractors and visitors to the workplace are required to observe the following standard:

- compliance with all health and safety rules, responsibilities and practices at all times;
- compliance with all company policies, procedures, rules, and contractual obligations;
- compliance with all relevant industry legislative requirements in the performance of all duties;
- compliance with all reasonable and lawful instructions of managers/supervisors;
- adherence to the confidentiality of any information, records or other sensitive material acquired during the course of employment and/or after the cessation of employment with the company;
- honesty, respect, fairness and a courteous manner in all dealings with customers, clients, co-workers, suppliers, management and the general public;
- the proper intended use of and respect for equipment, information, electronic systems, supplies and property (including intellectual property);
- not to make any unauthorised public statements, including to the media, about the company business (requests for media statements must be referred to the appropriate manager/supervisor or person responsible);
- not to compete with, or against the interests of the company, either directly or indirectly. This includes
- a duty not to engage in outside employment without the prior approval of the company's management;
- no assault against another person, including fighting in the workplace;
- no offensive language and/or behaviour in the workplace, including the use of electronic systems;
- no unlawful discrimination, harassment or bullying in the workplace; and
- not to possess, distribute, sell, consume or be under the influence of drugs or alcohol whilst in the workplace.

Non-compliance

A breach of this Code of Conduct Policy by any employee may result in disciplinary action being taken.

A breach of this Code of Conduct by a sub-contractor or visitor may result in the person being asked to leave the workplace.



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Procedure

An employee who suspects or becomes aware that this Code of Conduct Policy may be being breached, must report the matter to their manager/supervisor immediately, including any information or evidence that they have.

Where an employee is unsure of their own conduct in relation to the operation of this Code of Conduct Policy, they must bring the matter to the attention of their manager/supervisor for discussion and clarification of the Policy and its application to their particular circumstances, as soon as they become aware of a breach, or potential breach.

Employees who are in breach of this Code of Conduct Policy, or suspected of being in breach of this Policy, will be dealt with in accordance with the normal disciplinary process that applies at the company. In severe or repeated instances, or where a fundamental breach of the employment contract occurs, termination of the employment contract may occur.

Individuals found to have committed an offence under any relevant legislation may also be subject to penalties as prescribed by the legislation.