

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 supplier, sub-contractor or visitor may result in the person being asked to leave the workplace and termination of any approved supplier status.

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



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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.

Other related documents

Code of business conduct – Waterlogic group of companies

Business Ethics

All employees of the company are expected to conduct all work related activities in a manner consistent with these ethics.

Confidentiality & Intellectual Property

It is a condition of employment that all employees of the company guarantee that the affairs of the company and its clients remain confidential. Information should not be provided to a third party without prior approval from the relevant manager.

Employees must ensure that:

- their work area is clear of business related information after work
- access to all customer related or other potentially sensitive company information is controlled at all times. This includes security access to restricted computer information
- afterhours access to work areas containing confidential company information is controlled
- confidentiality of company and customer information is guarded at all times both in formal and informal communications

Fraud and corruption

The WaterLogic group and its subsidiaries have a zero-tolerance approach to fraud and corruption and is committed to effective fraud and corruption risk management, including money laundering.

All employees are actively encouraged to report suspected incidents of fraud and corruption. Fraud and corruption is a serious offence under various provisions of legislation.

Any failure by employees and representatives of the company to comply with this policy may result in disciplinary action.

Gifts and Gratuities

Employees must not accept gifts from customers, suppliers or business associates where:

- the gift is in return for making any commitment that may grant advantage and/or personal gain.
- the gift is for granting any technical, knowledge or competitive advantage.

- the gift is committing the company to any financial obligation in favour of the party offering the gift.

Gifts (including travel and entertainment) from suppliers or agencies should only be accepted where they are of a nominal value.

Gratuities should not be accepted under any circumstances. When refusing a gift or gratuity, the employee should refuse politely and refer to this policy.

Where gifts are offered above a nominal value, then they should be reviewed with the relevant manager for consideration based on Company ethics.

Conflict of Interest

All employees should avoid participating in, or contributing to, any decisions and activities which may conflict with the duties and responsibilities of their employment with the company.

A potential conflict of interest exists whenever an employee or any of his/her immediate family has a direct or indirect interest or employment in a direct competitor of the company.

If an employee has any reservations or doubt if a conflict of interest exists, details should be provided to the relevant manager who has the authority to deem a conflict of interest exempt; or deal with a conflict if one exists.

Removal of Property from Company Premises

No goods or property, other than personal property, shall be removed from Company premises without written authority. This includes rubbish and recycling.

All parcels or items removed from the premises must have a written authority from General Manager of the company.

Security of Company Assets & Premises

Employees should ensure that premises and valuables are locked up and secured at the end of each shift. This is the responsibility of all employees. Cost(s) associated with a careless or negligent approach to security may result in additional cost(s) to the company to repair or replace assets and or premises.

Other related documents

Code of business conduct – Waterlogic group of companies