Code of Conduct

The company’s Code of Conduct forms part of the terms and conditions of employment of every employee. The company requires all staff to display a primary duty of care to the company in respect of business ethics and to protect confidential business information to ensure our continued business success and growth.

**Company Commitment**

It is the policy of the company to consistently conduct its business with honesty and integrity and in compliance with all legal and ethical standards, together with established company policies. Each employee is also required to conform to a high standard of ethics in relation to business activities with both customers and suppliers.

The company is committed to policies and practices that provide equality of opportunity for all, protect the dignity of employees and promote respect for others at work. All employees are required to take personal and individual responsibility to comply with these policies and behave in a non-discriminatory way and not to participate in any acts of inappropriate behaviour, harassment or bullying. All employees must have due regard for the health and safety of themselves, their colleagues and the company’s workplace in general.

**Employee Requirements**

All employees are required to protect company confidential business information and not disclose it to other parties. You may not remove any documents or items belonging to the company or which contain any confidential information from the company’s premises at any time without proper advance authorisation.

Employees are not allowed to engage in or relate to, any outside business or organisation which conflicts with the interests of the company. Employees must declare in writing any potential conflict of interest that might affect their impartiality in carrying out their duties. Subject to expressed written permission, employees may be entitled to pursue other business activities/financial interests outside normal working hours.

Employees must not accept gifts or favours from customers or suppliers which could compromise them.

**Breach of Code**

All persons employed by the company have a duty to promptly report to his/her manager any evidence of any improper conduct or practice of which they are or become aware. (Improper conduct means any illegal, fraudulent, dishonest, negligent or otherwise unethical action arising in connection with the company’s business).

Breaches of this Code of Conduct, other employee policies and procedures, and other company procedures will be regarded as a breach of discipline and will be dealt with in accordance with the company’s disciplinary code.