

Bundarra Contracting Pty Ltd

Code of Conduct



**BUNDARRA
CONTRACTING** PTY
LTD
ABN: 14 098 100 559

HISTORY OF AMENDMENTS

Version	Date	Author	Description of Change
1	04/05/2017	Bundarra Contracting Pty Ltd	First Edition



Code of Conduct

1. Purpose

- 1.1 Bundarra recognises the importance of a work environment which actively promotes best practice. The purpose of this Code of Conduct (“Code”) is to describe the standards of behaviour and conduct expected from workplace participants in their dealings with Bundarra, management, customers, suppliers, clients, co-workers and the general public at all times during their engagement with Bundarra.
- 1.2 The Code relates to Bundarra and, where relevant, operates in conjunction with all other policies relating to minimum standards of behaviour, procedures and conduct in the workplace, the contract of employment or contract for services.

2. Scope

- 2.1 The Code applies to all Bundarra employees, contractors, subcontractors, volunteers, work experience students and agents, collectively referred to as “workplace participants”.
- 2.2 The Code is not incorporated into and does not form part of any employee’s contract of employment, or any other workplace participant’s contract for services. This policy also does not create any enforceable rights for employees or any workplace participant.

3. The Code Requirements

- 3.1 All workplace participants are expected to observe the highest ethical standards, integrity and behaviour during the course of their employment or engagement with Bundarra. This Code provides an overview of Bundarra’s fundamental business values. It is by no means exhaustive, but summarises some of Bundarra’s most important policies, which are based on standards that underline business ethics and professional integrity. These standards apply to all workplace participants.
- 3.2 As representatives of Bundarra, all workplace participants are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour both inside the workplace and outside the workplace where the workplace participant can be perceived as representing Bundarra:
 - (a) Comply with all laws, policies, procedures, rules, regulations and contracts.
 - (b) Comply with all lawful and reasonable directions from Bundarra.
 - (c) Be fair, reliable, cooperative, respectful and honest in dealings with Bundarra, customers, clients, suppliers, co-workers, management and the general public. This includes treating others in a friendly, pleasant, professional and cooperative manner at all times.



- (d) Cooperate with Bundarra. This includes communicating openly and directly with Bundarra in respect of employment and workplace matters. Cooperation includes supporting Bundarra's decisions. Employees are expected to answer Bundarra's questions concerning their employment honestly.
- (e) Display the appropriate image of professionalism at the workplace. Wear the required uniform, safety equipment or work clothes, and if a workplace participant wears their own clothes, ensure their appearance is neat and tidy.
- (f) Treat co-workers, customers, clients, suppliers, company management and the general public in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimisation, bullying or harassment based on a person's race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated and may result in disciplinary action including termination of employment or contract for service.
- (g) Maintain punctuality. If a workplace participant is late or cannot report for work, workplace participants are expected to notify the appropriate supervisor to let them know as soon as possible. Please refer to Bundarra's Leave Policy for further detail.
- (h) If a workplace participant is required to leave the work premises for personal reasons they should advise the appropriate supervisor as soon as possible.
- (i) Do not use work time for private gain. For example, ensure all personal activities including phone calls and meetings are arranged outside of working hours.
- (j) Bundarra has a legitimate interest in the private activities of workplace participants where such activities may bring disrepute upon Bundarra in its relationships with customers, clients, suppliers, the general public at large and others. In the event where the reputation of Bundarra has been compromised, an investigation may be undertaken with the workplace participant involved, and could result in discipline up to and including termination of employment or contract for service.
- (k) Maintain and develop the knowledge and skills necessary to carry out duties and responsibilities in the role in which the workplace participant is engaged.
- (l) Observe health and safety policies and obligations, and cooperate with all policies, procedures, directions and initiatives taken by Bundarra in the interests of work health and safety. This includes acting with care and diligence, and maintaining a duty of care at all times.
- (m) Act in a way which protects and promotes Bundarra's interests.
- (n) Be truthful in all dealings with persons encountered at the workplace. Workplace participants must not make false or misleading declarations during the performance of their duties or when providing services on behalf of Bundarra. A

declaration can be considered to be misleading if information is omitted or presented in a manner that enables a misleading view of the situation to be formed. Failure to comply with reporting requirements and falsifying records and other documents may lead to discipline.

- (o) Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or biased performance.
- (p) Not act for an improper or ulterior purpose to the detriment (whether perceived or actual) of Bundarra.
- (q) Workplace participants must not abuse the advantages of their position for private purposes, or solicit or accept any gift or benefit in connection with their employment or engagement which might compromise, or be seen to compromise their integrity or Bundarra's reputation.
- (r) Do not steal any Bundarra property or inappropriately remove or possess any Bundarra property.
- (s) Maintain during employment with Bundarra and after the termination of employment, the confidentiality of any confidential information, records or other materials acquired during the employment with Bundarra. Confidential information includes, but is not limited to, any information disclosed to workplace participants by or on behalf of Bundarra. For example, any information relating to Bundarra's internal management, the structure of the business, Bundarra's client lists, client presentations, training materials, coaching materials, presentations, personnel, policies, procedures, strategies, market intelligence, plans, investments or aspects of Bundarra's future operations.
- (t) While employed at Bundarra, not accept any employment with another organisation that is a supplier or competitor of Bundarra or any other employment that is in conflict with your position at Bundarra without prior approval from the appropriate supervisor.
- (u) Not make any unauthorised statements to the media about Bundarra's business (requests for media statements should be referred to Bundarra's management).
- (v) Do not use any form of physical or verbal abuse in the workplace. Do not use inappropriate language in the workplace.
- (w) Do not work under the influence of alcohol or illegal drugs.
- (x) Do not smoke during working hours on the work premises unless it is during the allocated tea breaks and within the designated area(s).
- (y) No workplace participant is to upload, download, use, retrieve or access any materials which are deemed inappropriate and/or offensive. This includes, but is not limited to, materials of a sexual or illegal nature, materials which involve a

violation of copyright, and materials deemed as defamatory or that could adversely affect Bundarra's reputation.

(z) Promptly report any violations of law, ethical principles, policies and this Code.

4. Raising a Concern

- 4.1 If a workplace participant believes there is a suspected or actual breach of this Code, workplace participants are expected to bring this to the attention of Bundarra's management.
- 4.2 All reports will be treated with confidentiality, except in the case management needs to disclose information to a regulatory body, as required by law, or to allow for a proper investigation or disciplinary process.
- 4.3 A workplace participant will not be victimised for making a complaint which has been made in good faith.
- 4.4 Complaints which are vexatious or malicious may result in disciplinary action being taken against the complainant, including but not limited to termination of employment or services.

5. Breaches of This Code

- 5.1 A breach of this Code may lead to disciplinary action including, but not limited to, termination of employment or services.

6. Variation

- 6.1 Bundarra reserves the right to vary, replace or terminate this Code from time to time.