

## PEMP 2106

**CODE OF CONDUCT – EMPLOYEES & SUB-CONTRACTORS****1.0 PURPOSE**

The purpose of the Code of Conduct is to codify the principles and standards of behaviour expected from employees and sub-contractors consistent with the Company's commitment to be an ethical corporate citizen of the highest integrity.

This Code of Conduct is an integral part of the terms and conditions of employment and all employees and sub-contractors agree to these conditions on acceptance of an appointment.

**2.0 SCOPE**

This procedure applies to all areas of operation in accordance with the policies described in section 4.6 of the [Management System Manual](#).

**3.0 REFERENCES**

[Management System Manual](#) section 4.6 Operational Policies

**4.0 DEFINITIONS**

**Bullying** is "repeated, unreasonable behaviour directed toward an employee or group of employees that creates a risk to health and safety.

**Unreasonable behaviour** is behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten.

**Behaviour** includes: actions of individuals or a group; and may involve using a system or work as a means of victimising, humiliating, undermining or threatening.

**Risk to health and safety** includes risk to the mental or physical health of the employee.

**Occupational violence** is any incident where an employee is physically attacked or threatened in the workplace.

**Threat** means a statement or behaviour that causes a person to believe they are in danger of being physically attacked.

**Physical attack** means the direct or indirect application of force by a person to the body of, or to clothing or equipment worn by, another person, where that application creates a risk to health and safety.

## 5.0 PROCEDURE

### 5.1 Personal Conduct

5.1.1 Employees and sub-contractors of the Company will:

- respect their co-workers, customers, suppliers and other service providers;
- act ethically, fairly, honestly and with integrity;
- act with due care, diligence and to the best of their abilities;
- avoid all forms of bullying, harassment and discrimination;
- comply with all Company policies and respect all of the laws of the countries in which they operate;
- act in the best interests of the Company at all times, use the powers of their position or office for a proper purpose and act within the limits of their authority; and
- do all things necessary to enhance the reputation of the Company

### 5.2. Corporate Conduct and Behaviour

#### 5.2.1 Confidentiality

5.2.1.1 Employees and sub-contractors must ensure that information and processes that is confidential and sensitive is not disclosed to any third parties or to any other person within the Company who does not have a need to know. Such information cannot be disclosed with the prior authorisation of the Company or if required by law. This obligation survives the termination of a employees and sub-contractors.

5.2.1.2 Employees and sub-contractors are to ensure that confidentiality is preserved at all times by inserting restrictive conditions in agreements with external service providers, information memorandums and related documents.

#### 5.3 Conflicts of Interest

5.3.1 Employees and sub-contractors must not place themselves in the position where there is a conflict, whether actual or perceived, between their personal interests and the best interests of the Company. Further, employees and sub-contractors must not use their position for personal benefit or advantage. All actual or perceived conflicts of interest should be disclosed to the next level of management.

5.3.2 Employees and sub-contractors must not accept an outside directorship or any other form of additional employment within the same industry without prior approval.

#### 5.4 Compliance with Laws

5.4.1 Employees and sub-contractors are to comply with all of the relevant laws of the countries in which they operate.

5.4.2 Laws in respect of competition, the environment and health and safety impose onerous standards of behaviour with potentially significant sanctions or penalties for violations. Employees and sub-contractors who have responsibilities in these areas must ensure they have a sound knowledge and understanding of the compliance requirements and ensure that their staff do not inadvertently cause a breach. The Company will not indemnify any employee who is willfully or knowingly involved in a breach.

5.4.3 Known or suspected breaches of any laws must be reported to the appropriate levels of management. The Company will not pay any fines or penalties resulting from violations of the law. Depending on the seriousness of the offence, an employee may be subject to disciplinary action or dismissal.

### ***5.5 Safety***

5.5.1 The Company is committed to providing a safe workplace and to the use of safe work practices. Employees and sub-contractors are expected to observe and to comply with all of the safety practices prescribed or otherwise generally expected for their job. Employees and sub-contractors are responsible for their own safety and for the safety of others where such safety matters are not inconsistent with those recommended by the Company. Employees and sub-contractors are encouraged to report all unsafe work practices or work sites and to make recommendations which can lead to improvements in their workplace. (Refer also [Management System Manual – 1.2 Mission and Policy Statement](#))

### ***5.6 Business Relationships***

5.6.1 Dealings with customers, suppliers, shareholders, third party service providers and regulatory bodies are to be conducted fairly and transparently. The choice of suppliers and third party service providers should be based on merit and not motivated by personal preferences or the prospect of personal gain.

5.6.2 The offering or receiving of a bribe or similar inducement is prohibited. Any gifts over \$100 received or given should be reported to a Company Director.

### ***5.7 Workplace Relationships***

5.7.1 The Company is committed to an open and fair working environment. Initial employment and advancement is to be based on merit.

5.7.2 Consistent with a safe and harmonious work environment, all forms of bullying, harassment and discrimination are prohibited.

### ***5.8 Company Assets and Property***

5.8.1 Employees and sub-contractors are responsible for safeguarding the assets and property of the Company. Assets include leased rights, information such as trade secrets or customer listings or supplier listings or employee listings, trademarks, business names, copyright, logos, patents and licences.

5.8.2 Employees and sub-contractors must not use any assets or property improperly or for personal benefit or allow those assets to be damaged. No assets or information

are be destroyed, loaned or disposed of in any way except with the appropriate authorisations.

5.8.3 Any fraud, misappropriation, false claims, misleading entries in financial records or unauthorised removal or willful damage of equipment must be reported to a manager immediately.

### ***5.9 Intellectual Property***

5.9.1 Employees and sub-contractors must not knowingly infringe the intellectual property rights of third parties.

### ***5.10 Privacy***

5.10.1 Employees and sub-contractors must comply strictly with privacy law and must not disclose any private information about a person without the prior written consent of that person.

### ***5.11 Illicit Drugs***

5.11.1 All forms of illegal drugs or substances must not be consumed or brought into any of the Company's workplaces. Any person found to be under the influence of illegal drugs or substances is to be immediately removed from the workplace.

5.11.2 All non-smoking restrictions at the various workplaces in the Company are to be observed at all times.

### ***5.12 Reporting Requirements***

5.12.1 Employees and sub-contractors who become aware of an actual, probable or suspected breach of this code should report the matter to the next level of management.

5.12.2 Any person who reports an incident in good faith and without any vexatious intentions will not be subject to any form of retribution or reprisal.

### ***5.13 Compliance***

5.13.1 Any breach of this Code of Conduct and any person(s) involved in concealing a breach will be subject to disciplinary action. Serious breaches could result in instant dismissal and the matter referred for police action.

## **6.0 DOCUMENTATION**

None.