

# Code of Conduct for On-hired Employees

*This Code of Conduct does not contain any contractual terms, nor does it form part of an employee's employment contract or contract of engagement, as the case may be, and it may be revised from time to time.*

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## 1. Purpose

This Code of Conduct (Code) establishes a common understanding of the standards of behaviour expected of all employees. It places an obligation on all of us to take responsibility for our own conduct and work with colleagues cooperatively to establish collaborative workplaces where people are happy and proud to work.

To maintain the above, employees must continuously:

- Treat each other in a way that promotes harmonious, productive and collaborative workplace relationships.
- Not cause risk to the mental health and physical safety of any employees or stakeholders of the company and clients.
- Not harm the reputation or profits of the company or its clients.
- Not behave in a way that is inconsistent with continuing employment with the company.
- Comply with the company and the client's policies and procedures.
- Adhere to all relevant laws and regulations in the State and Country where the workplace is located.

## 2. Related Documents to be read in conjunction with this Code of Conduct

Policy	NAT AOPL 142	<i>Drug and Alcohol Policy</i>
Procedure	NAT AP 129	<i>Grievance Resolution for On-hired Employees Procedure</i>
Form	NAT HSEF 301-01	<i>Workplace Health and Safety Policy Statement</i>

## 3. Definitions

**Company** in this Policy refers to Bayside BWE Pty Ltd and the entities and trading names operating within the following brands:

- Acclaimed Workforce
- Balpara
- Bayside Group

and any other entity which the Directors may from time to time assign to the Company.

**Employee** is anyone who is an on-hired employee howsoever employed by the Company including an apprentice, trainee, work experience student, volunteer, secondee, independent contractor or any other person performing work or services for or on behalf of the Company or the Client.

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**Client** is an organisation which has requested the Company provide its services or who the Company is in negotiations with to provide its services.

**Company Representative** is a Company Consultant or Company Manager who directly or indirectly manages the Employee's on-hire assignment.

**Manager or Supervisor** means any person who has control over the activity of the Employee.

**Workplace** means any site, location, place, workplace, building or premises from, at or with which the Company is carrying on business or engaging in any commercial activity. Workplace also means any place or vehicle at or in which any Employee performs work or services for or on behalf of the Company. This includes working from home during normal working hours.

#### 4. General Principles

This Code applies to all On-hired Company Employees.

At all times, this Code will apply:

- in the Workplace during work hours
- during work activities or work-related events (e.g., conferences, work parties)
- outside regular working hours at work related settings (e.g. social events, after work drinks)
- on social media (e.g. interacting with other Employees or Clients on social media applications such as Facebook, Instagram).

#### 5. Responsibilities

##### 5.1 Employees

All Employees will comply with this Code. Any breach of this Code may result in disciplinary action up to and including termination of employment.

##### 5.2 Managers, Supervisors and Company Representatives

Managers, Supervisors and Company Representatives are responsible for monitoring and assessing compliance with this Code by Employees who are either under their control or the control of the Client and taking prompt and appropriate action whenever they believe an Employee is not adhering to this Code.

#### 6. Our Values

All Employees are expected to uphold the following values:

- **Passion** We love what we do and are enthusiastic and dedicated to getting the job done.
- **Integrity** We are honest, ethical, and transparent in everything we do. We do what we promise, every time. We take personal responsibility for our work, correcting any mistakes.
- **Respect** We treat everyone with respect, recognising the importance of diversity and inclusion.
- **Excellence** We challenge ourselves to give our best by understanding and exceeding customer expectations.
- **Teamwork** We work together to build long term relationships by sharing information, knowledge, and experiences.

#### 7. Respectful Working Relationships and a Safe Workplace

We are committed to a safe and inclusive Workplace and therefore the Company embraces its duty to eliminate discrimination, sexual harassment and victimisation as far as possible.

To achieve this, Employees must conduct themselves in accordance with the Company's *Workplace Health and Safety Statement, Drug and Alcohol Policy*, this Code, and:

- Follow reasonable and lawful directions unless it is unsafe to do so.
- Work collaboratively and supportively.
- Communicate with respect and sensitivity.

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- Present for duty fit and able to safely perform their duties.
- Understand and follow all applicable health and safety policies, standards, minimum requirements, procedures and reasonable directions that apply.
- Undertake a duty of care to not engage in any act or omission which may cause injury or hazards.
- Not engage in any activity at the workplace that can result in physical or mental harm, including rough play, pranks, racing, grabbing, irresponsible vehicle operation, harassment, unauthorised contests, or social pressure to participate in unsafe acts.
- Not engage in sexual harassment or unwelcome sexual advances.
- Not make unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances.
- Not bully, harass or discriminate, or actively encourage and support other persons in harassing, discriminating or bullying, including the inaction to prevent such conduct.
- Not distribute, sell, possess, or be affected by drugs and alcohol in the workplace.
- Not be intoxicated at work social events.

Employees are fully required by law to inform of any change in their circumstances that may affect their ability to perform their duties.

## 8. Use of Personal Social Media

The Company understands that social media in most instances is for private use. However, due to the public nature of social media, it applies to this policy where personal content may directly or indirectly harm the reputation of the Company, or its Clients.

Employees are prohibited to publicise or induce a person to publicise content on social media that identifies and defames, disparages, bullies or harasses a client, a client's employee, an Employee or the Company.

## 9. Dress Code

The Company expects Employees are responsible for representing professionally by dressing in attire appropriate for the role and duties they are expected to perform, including compliance with Client Workplace requirements which may include wearing high-visibility clothing, safety equipment or closed-toed footwear. Employees are expected to wear clothing and footwear that does not pose a Workplace health and safety risk.

## 10. Confidentiality

At all material times unauthorised disclosure of confidential information, operations and systems of the Company or its Clients is prohibited, to the fullest extent permitted under the law.

## 11. Use of Company or its Clients' Assets

All Employees must not use Company, or its Clients', assets, intellectual property or the services of other Employees for private use or gain. Additionally, Employees must:

- Only use intellectual property in accordance with applicable Company or its Clients' policies.
- Adhere to securing or destroying records according to record retention requirements.
- Use and maintain assets responsibly, efficiently, and appropriately, and only for legitimate business reasons.
- Not use the Company's or its Clients' business to perform harmful, unlawful, and unethical conduct.
- Not use work email, voicemail, and internet access systems for non-work purposes.
- Not exploit the Company or its Clients' intellectual and digital property, materials, products, designs, plans, ideas, and data for illegitimate business use and not in accordance with confidentiality requirements.

## 12. Use of IT Assets

It is forbidden for Employees to upload, download, purchase, install, use, retain, share, or distribute any images, text, materials or software on the Company's or its Clients' resources which:

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- Are or might be considered indecent, obscene, pornographic, or illegal.
- Are defamatory or intended to annoy, harass, or intimidate another person.
- Are or might be offensive or abusive in that its context is or could be a personal attack, rude or personally critical, sexist, racist, or distasteful.
- Might affect or have the potential to affect the performance of, or damage or overload the Company or its Clients' system, network and/or external communications in any way.
- Might be defamatory or incur liability on the part of the Company or its Clients or adversely impact on their image.
- Would be a breach of copyright or licence provision with respect to both programs and data.

### 13. Breaches of this Code of Conduct

Employees must comply with this Code. Examples of breaches of this Code that may be subject to the Company's disciplinary process include but are not limited to:

- Making unauthorised statements and disclosures to the media or third parties which may harm the Company or its Clients (unless deemed illegal to withhold such information).
- Failing to maintain professional behaviour when dealing with Clients.
- Failure to complete tasks and reach targets including time-wasting during work hours.
- Intentionally giving any false or misleading information.
- Falsely recording time worked.
- Taking unauthorised absences from work.
- Negligent handling of Company or its Clients' tools and equipment.
- Possession of and/or distributing pornographic or other inappropriate material in the Workplace.
- Breaching confidentiality of the Company or its Clients' employees or business.
- Dressing inappropriately.
- Taking, accessing, requesting, or receiving money unethically including possessions of the Company or its Clients.

### 14. Serious Misconduct

Serious misconduct, which may result in termination of employment, involves the below non-exhaustive examples:

- Wilful or deliberate behaviour inconsistent with the continuation of your contract of employment.
- Conduct that causes serious and imminent risk to the health or safety of a person.
- Damage to the reputation, viability, or profitability of the Company or its Clients.
- Fraud, theft, misappropriation, falsification of records, or similar acts.
- Physical or verbal assault or harassment.
- Sexual harassment.
- Refusing to carry out a lawful and reasonable instruction that is consistent with your contract of employment, policies, procedures and/or reasonable directives.

The Company expects you to conduct yourself in a manner that does not result in the loss of the necessary trust and confidence in the employment relationship.

#### HISTORY OF ISSUE & REVISIONS

REV NO	PARTICULARS	APPROVED BY	DATE	REVIEW DATE
1	<ul style="list-style-type: none"> <li>Clause 7. Inclusion for on-hired workers to not engage in any activity which may result in mental or physical harm such as rough play, pranks, racing, grabbing, irresponsible vehicle operation, harassment, unauthorised contests, or social pressure to participate in unsafe acts.</li> </ul>	Board	Apr 24	Apr 26
2	<ul style="list-style-type: none"> <li>Clause 5.1 'will' changed to 'may'</li> <li>Clause 8 updated for social media</li> <li>Company brands updated</li> <li>Additional minor changes applied</li> </ul>	Board	Dec 25	Dec 28

End of Policy

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