

Code of Conduct & Ethics Policy Statement

Policy Statement

The Code of Conduct is an important document which governs the behaviour of all Blu by Adcorp employees (both internal and on-hire), volunteers and independent contractors. Our Code of Conduct is reflective of our Core Values and these values provide our people with a strong sense of who we are, guiding our actions and standards of behaviour. Refer to PO-061 for full policy content.

Blu by Adcorp's Position

It is essential that we comply with the laws and regulations in which we operate. Violations of laws and regulations can have serious consequences for Blu by Adcorp, and the individual concerned, including criminal, civil and administrative sanctions. We comply with laws and regulations (i.e. Public Sector Ethics Act 1994), not simply because they are law but because it is right to do so.

This Code places an obligation on all employees to take responsibility for their own conduct. This Code applies to anyone who is employed by or works at Blu by Adcorp including directors, employees (both permanent and temporary), contractors and consultants. To achieve this, all employees of Blu by Adcorp are expected to familiarise themselves with and act in accordance with this Code, not doing so may involve disciplinary action being taken, such as a warning being issued or termination of employment.

Examples of the way we achieve this include:

- complying with Blu by Adcorp's internal standards, which help us meet our ethical, legal and regulatory obligations and minimise risk to ourselves and Blu by Adcorp.
- demonstrate the behaviours of honesty, integrity, quality and trust at all times.
- respecting the property, customs and business practices in which we operate.
- set an example for others and recognise those around you who also demonstrate these behaviours.
- discharging our authority (if any) to sign documents on behalf of Blu by Adcorp responsibly. Our signature indicates that we have understood the nature of the document being signed, and that it has been properly reviewed and authorised.
- notifying our manager or team leader immediately of any breach of the law or any Blu by Adcorp policies by anyone in the course of their employment.
- committing to providing excellent levels of customer service, both within the business and to clients (host employers).
- acting safely always and in accordance with Blu by Adcorp's Workplace Health & Safety Policy and systems to protect yourself and others (including the reporting of all risks and hazards).
- attending work in accordance with agreed hours or directions given by your Workforce Manager, Account Manager or by Blu by Adcorp Management.
- being fit for work when on duty, which includes not being under the influence of alcohol, drugs or medication of any kind where doing so would be in breach of our Drug & Alcohol Policy.
- not participating in any form of serious misconduct including (but not limited to) theft, fraud or other forms of dishonesty in connection with work, the use of abusive language and indecent behaviour.
- not engaging in fighting or disorderly conduct or sexually harassing other employees or community members and adhering to Blu by Adcorp's policies regarding Workplace Bullying, Anti-Harassment and Sexual Harassment.
- understanding and acting within your authority and immediately informing Blu by Adcorp if charged with a criminal offence punishable by imprisonment or, if found guilty, would significantly affect your ability to perform normal duties.
- speak out when you feel that these behaviours are threatened or compromised.

This Code of Conduct cannot address every situation that may be encountered. Therefore, if faced with an issue that may constitute a breach or threat of this Policy or the Ethics Act, please contact a member of the Senior Management Team. On-hire employees may alternatively contact their Account Manager or PALM Account Manager.

Failure to comply with the principles or the spirit of the Code or the policy framework will be considered a serious breach of Blu by Adcorp policy and will be investigated. Breaches of the Code or the policy framework will result in an appropriate consequence being applied to you. This may range from a verbal warning through to the termination of your employment for serious breaches.

Approved by



Zebulun Riddell
Managing Director
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