Workplace Conduct & Ethics Policy

"The Safer Option"

1. Policy Statement

Riverina Traffic Services Pty Ltd (RTS) is committed to maintaining the highest standards of professional conduct, ethical behaviour, honesty, and accountability. All employees are expected to act in a manner that upholds RTS values, protects the organisation's reputation, and complies with legal and contractual obligations.

This policy establishes clear expectations for behaviour and provides a framework for addressing breaches.

2. Scope

This policy applies to all RTS employees, managers, officers, and representatives.

3. Standards of Conduct

All employees must:

- Act honestly, ethically, and professionally
- Comply with all RTS policies, procedures, and lawful directions
- Treat colleagues, clients, and the public with respect
- Avoid conflicts of interest or declare them where they arise
- Protect RTS assets, information, and reputation

Unacceptable conduct includes, but is not limited to:

- Fraud, dishonesty, or misrepresentation
- Bribery, corruption, or inducements
- Wilful or false representation of qualifications, fitness, or availability
- Misuse of company resources
- Breaches of confidentiality or privacy

4. Anti-Bribery and Anti-Corruption

RTS has zero tolerance for bribery or corruption. Employees must not:

- Offer, give, solicit, or accept bribes or improper benefits
- Influence decisions through unethical or unlawful means

Any suspected bribery or corruption must be reported immediately.

5. Compliance and Breach Management

All breaches of RTS policies may result in:

- Investigation
- Corrective action
- Disciplinary action in accordance with RTS procedures

RTS will ensure procedural fairness is applied at all times.

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6. Review

This policy will be reviewed annually or as required.

Signed by Chief Executive Officer:

Shane Egan: …… 12/02/2026
(Name) (Signature) (Date)

Owner	Riverina Traffic Services Pty Ltd
Date of Adoption/Amendment	**Revision No:**
29 January 2019	1
24 February 2023	2
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