



## CODE OF CONDUCT – MANAGEMENT & STAFF

### Purpose and Scope

In order to achieve its operational objectives, BPS has certain expectations regarding employee behaviour and therefore require its management and staff to comply with this code of conduct to ensure professional conduct is maintained at all times.. BPS is committed to helping its employees meet these expectations through provision of suitable training opportunities.

An employee's failure to comply with any aspect of this code of conduct shall result in disciplinary action that may include summary dismissal, depending on the severity of the breach.

### Responsibilities

Management shall ensure that employees of BPS are conducting themselves in compliance with this code and that they are performing their duties to the best of their abilities at all times. The board of directors shall ensure that management remain compliant.

### Whistleblower Protection

Any employee who has cause to report another employee's actions or behaviour as being contrary to this code of conduct, shall be protected by whistleblower legislation.

### Performance

Management & Staff shall endeavour to complete their duties to the best of their abilities at all times. They shall work with integrity and act with respect toward colleagues, members, directors, stakeholders and the community. Management must not abuse their authority and shall delegate duties in a fair and appropriate manner. Employees shall follow all reasonable work related requests from management or supervisors. Work performance shall be reviewed periodically in accordance with the Staff Performance Review policy.

### Compliance with Law

All employees of BPS shall abide by state and federal laws to protect the company's legality. They shall refrain from unlawful or offensive behaviour against other staff or the company where its finances, services, stakeholder's interests or public image are concerned.

### Workplace

BPS employees shall behave in a manner that is safe and respectful of all people and property within the BPS workplace. Employees shall not engage in activities that may damage company property, bring discredit upon the company, or cause injury to any person/s in the workplace. WHS laws shall be abided by at all times. Such laws include but are not limited to WHS Act 2011, Qld Anti-discrimination Act 1991, Qld Privacy Act 2009, Fair Work Act 2009 and National Anti-Bullying laws. Any conduct which does not follow these principles is deemed unacceptable and shall be dealt with accordingly.

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**Personal Appearance** When at work, all employees shall wear the supplied uniform. Personal grooming and general cleanliness shall remain at a high standard except when laborious field duties prevent such presentation.

### **Anti-Corruption**

Employees are discouraged from accepting gifts from members or other stakeholders as such generosity may be construed as payment for preferential treatment. Bribery for the benefit of any external or internal party is strictly prohibited and may result in legal action.

### **Punctuality & Tardiness**

Employees are expected to present for work on time and ready to commence duties. Delayed starts, returning late from breaks and general tardiness will not be tolerated unless there is a valid explanation. These rules also apply when representing BPS away from the normal workplace, such as conference and training course attendance.

### **Conflict of Interest**

Employees shall avoid performing any work related activity from which they can gain, or be perceived to gain, a personal or financial benefit. Any work related situation, whether it be voluntary or involuntary, that may be perceived as a conflict of interest shall be reported to management. Management shall then decide upon an appropriate course of action.

### **Communication & Collaboration**

Management & employees must remain open for communication with their colleagues, members, stakeholders and the board of directors. They are encouraged to present themselves in a friendly and collaborative manner and must not attempt to disrupt the workplace or create obstacles for other workers that are designed to detract from their ability to perform duties.

### **Policies**

All employees should be aware of and comply with company policies. Management shall ensure such policies are reviewed with staff on a regular basis.

### **Confidentiality**

Confidential information received by any employee of BPS in the course of exercising their duties, remains the property of the company or person from which it was obtained and it is improper to disclose such information, or allow it to be disclosed, unless that disclosure has been authorised by that company, or that person from whom the information was provided, or is required by law.

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The following tables provide examples of conduct that are in breach of this policy:

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| <p><b><u>Unacceptable Behaviour</u></b></p> <p>Employees whose behaviour is unsafe, or does not respect people and property within the workplace may be subject to disciplinary action, up to and including dismissal. Such incidents may include, but are not limited to:</p>   | <p>Examples of unacceptable behaviour...</p> <ul style="list-style-type: none"> <li>&gt; Using obscene, inappropriate or harsh language or gestures towards fellow employees or visitors;</li> <li>&gt; Threatening, intimidating or coercing employees while on duty, or while off duty if the conduct bears a relationship to employment;</li> <li>&gt; Showing signs of alcohol intoxication or appearing under the influence of drugs while on duty;</li> <li>&gt; Failure to comply with management requests in a timely manner.</li> <li>&gt; Failure to observe safety rules or inappropriate use of safety equipment;</li> <li>&gt; Repeated lateness or absenteeism without just cause.</li> </ul> |
| <p><b><u>Serious Misconduct</u></b></p> <p>Incidents of theft, assault, fraud or other serious misconduct shall be deemed to be in violation of the employee's terms of employment, and will be subject to disciplinary action up to and including instant dismissal. Such violations shall include, but are not limited to:</p> | <p>Examples of serious misconduct...</p> <ul style="list-style-type: none"> <li>&gt; Theft of organisation property or revenues, or that of fellow workers, visitors or customers;</li> <li>&gt; Wilfully defacing or destroying organisational property, or that of fellow workers, visitors or customers;</li> <li>&gt; Assault or physical violence (or the threat of) towards fellow workers, visitors or customers;</li> <li>&gt; Fraudulent activities or the misrepresentation of work activities;</li> <li>&gt; Soliciting or accepting gratuities or bribes.</li> </ul> <p><b>Note:</b> Where action constitutes criminal behaviour, police will be contacted.</p>                                 |

If you are found to have breached this policy, you may be subject to disciplinary action.

### References

- > Fair Work Act 2009

Approved by the board of Burdekin Productivity Services Ltd. on 12<sup>th</sup> December, 2016.

Signed: ..... CJ Hesp (Board Chairman)