CODE OF CONDUCT

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| Version Number |  |
| Last Reviewed |  |
| Next Review Date |  |

**Introduction**

The Management of [Name of Organisation] is committed to ensuring that sound principles of ethical and legal business conduct are maintained.

[Name of Organisation] shall develop, conduct, review and refine this Code of Conduct on a regular basis so that any changing legal or regulatory circumstances are taken into consideration.

**Objective**

It is the objective of [Name of Organisation] to ensure that all employees and management staff conduct themselves in a professional, lawful and ethical manner by adhering to this Policy.

**Policy**

All Management and employees of [Name of Organisation] are to take responsibility for the following Code of Conduct procedures.

**Procedure**

As an employee of [Name of Organisation] you are required to:

1. Adhere to all Company Policies and in so doing, proactively assist the Company to achieve its Mission, Vision and strategic goals.
2. Maintain a professional and courteous manner to all Company personnel, contractors, suppliers and members of the public.
3. Complete all required Company documentation in an accurate and timely manner.
4. Report in writing all hazards and safety issues observed to Management in a timely manner.
5. Wear and maintain Company uniform in a neat and tidy condition.
6. Protect Company property and goodwill.
7. Act honestly and perform your duties in a proper and competent manner using reasonable care and skill in the performance of your duties.
8. Ensure that you do not knowingly undertake any action which competes with the Company’s business interests and/or assists a competitor and/or divert business or customers away from the Company.