

POLICY



MEDICAL · RESCUE · FIRE
SDS
SAFETY · SECURITY · TRAINING
An SIS Group Enterprise

CODE OF CONDUCT

Dept: 3 – People Culture
Area: 30 – Human Resources
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Our Policy:

At Safety Direct Solutions Pty Ltd we require that all our employees conduct themselves according to the highest standards of ethics, integrity, and behaviour when dealing with our clients, colleagues and other stakeholders. This includes, but is not necessarily limited to, full compliance with all legal obligations imposed by statute or any other source of law.

This Code establishes the standards of behaviour that must be met by all employees. Where these standards are not met, appropriate disciplinary action will be taken. In cases where the breach involves serious misconduct, this may result in summary dismissal. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police may be notified.

The purpose of this policy is to make it clear what the Company expects from employees, and employees are required to be familiar with and comply with the terms of this policy at all times. Failure to do so may result in disciplinary action, including potentially termination of employment.

The Company may unilaterally introduce, vary, remove or replace this policy at any time.





OUR VISION

Bringing people home safely.

OUR MISSION

We take the lead on critical-risk activities for our clients so they can focus on their core business.

OUR VALUES

-  Our People are key to our success.
-  Providing a quality service and focus on our customer's experience.
-  We focus on solutions not problems and embrace simplicity over complexity.
-  Embracing ownership and achieving excellence in everything we do.





PROFESSIONALISM

Behaviour: Conduct yourself in a manner that reflects positively on the organisation. Maintain a professional demeanour in all interactions.

Dress Code and Personal Presentation: Adhere to the company's Uniform Policy and Grooming and Personal Presentation Policy to maintain a professional appearance.

INTEGRITY

Honesty: Act with integrity and transparency in all business dealings. Ensure that your actions align with the company's values.

Conflicts of Interest: Disclose any potential conflicts of interest and refrain from engaging in activities that may compromise your professional judgment.

CONFIDENTIALITY

Information Security: Protect sensitive company and client information. Adhere to the company's Privacy Policy and do not disclose confidential information without proper authorisation.

Intellectual Property: Respect the intellectual property rights of the organisation and others.

COMPLIANCE

Policies and Laws: Adhere to all company policies, procedures, and applicable laws and regulations.

Reporting Violations: Report any violations of this Code of Conduct or any unethical behaviour to management or the appropriate channels.

RESPECTFUL WORKPLACE

Diversity and Inclusion: Promote an inclusive environment that respects diversity and provides equal opportunities for all employees.

Harassment: Harassment, bullying, and discrimination of any kind will not be tolerated. Treat all colleagues and clients with respect.

PUNCTUALITY AND ATTENDANCE

Timeliness: Arrive at work on time and be ready to begin your shift. Consistent tardiness disrupts workflow and impacts team morale.

Notification: Notify your supervisor as soon as possible if you anticipate being late or absent, except in emergencies.

ACCOUNTABILITY

Responsibility: Take ownership of your actions and their impact on the team and organisation. Follow through on commitments and deadlines.

Feedback: Welcome constructive feedback and use it to improve your performance.





USE OF COMPANY RESOURCES

Responsible Use: Utilise company resources, including time, equipment, and funds, responsibly and for their intended purposes.

COMMUNICATION

Openness: Foster an environment of open and respectful communication. Encourage collaboration and sharing of ideas.

Grievances: Must not air their grievances to the public, the Client, on web-based social forums or elsewhere.

Conflict Resolution: Address conflicts constructively and professionally, seeking to resolve issues amicably.

HEALTH AND SAFETY

Workplace Safety: Prioritise health and safety in the workplace. Follow all safety protocols and guidelines.

Reporting Issues: Report any unsafe conditions or practices immediately to ensure a safe working environment.

ENVIRONMENTAL RESPONSIBILITY

Sustainability Practices: Commit to environmentally sustainable practices in the workplace. This includes reducing waste, conserving energy, and using resources efficiently.

Waste Management: Properly dispose of waste and recycle whenever possible. Participate in company-led environmental initiatives and encourage eco-friendly practices among colleagues.

Awareness and Education: Stay informed about environmental issues relevant to our industry and contribute to ongoing discussions about sustainability within the organisation.

COMMITMENT TO COMPANY VALUES

Mission and Vision: Uphold the company's mission, vision, and core values in all actions and decisions. Align your work with the strategic goals of the organisation.

CONSEQUENCES OF VIOLATIONS

Disciplinary Action: Violations of this Code of Conduct may result in disciplinary action, up to and including termination. The severity of the violation and the context will be considered.





BUSINESS CONDUCT QUICK TEST

Use our Business Conduct Quick Test to make good decisions.

We are all responsible for working with integrity, respect, good judgement and within the law.

HOW TO MAKE GOOD DECISIONS

When faced with a difficult decision or situation:

PAUSE before you act and consider how to approach the situation.

THINK whether the action is consistent with our Values and our Code.

ASK for help if you are unsure.

Use this Business Conduct Quick Test:



VALUES

Does it fit with our Values?

Does it fit with your personal values?



SAFETY AND ENVIRONMENT

Could it endanger someone's safety or health, or the environment, directly or indirectly?



LAW AND POLICIES

Is it legal?
Is it in line with our policies, standards and procedures?



MEDIA

If the story appeared in the newspaper or other media, would you feel comfortable with the decision?



FAMILY

Would you tell your partner, child or friend to make the same decision?

If you feel discomfort or have difficulty answering any of these questions, don't proceed and speak to someone about the matter.

IF IT FEELS WRONG, THEN IT PROBABLY IS.

Authorised by:

Wayne Stone
General Manager

