

Company Information

<i>Document Name:</i>	Principles
<i>Date:</i>	July 2019
<i>Endorsed By:</i>	Directors
<i>Document Code:</i>	COMP002

01. CORE VALUES AND PRINCIPLES

Core values and principles are the essential views of a person or organization. These principles determine the behavior of a company and can assist employee's with an understanding of the difference between right and wrong.

02. RJA VALUES AND PRINCIPLES

RJA company principles are based on all business matters being conducted legally, ethically and with strict execution of the highest standards of integrity and modesty.

This means that at RJA, our conduct in our every day business matters are based on the following principles:

1. We treat our colleagues, clients, contractors and suppliers with honesty, courtesy and respect and always act in the best interests of RJA.
2. We provide our clients with outstanding service and continuously strive to exceed their expectations.
3. We build partnerships with suppliers and contractors based on mutual integrity, respect and business success.
4. At RJA, we operate with honesty and do not take advantage of our business relationships for personal gain.
5. We adopt a work environment which encourages equal opportunity and diversity, which discrimination and harassment of any kind are not tolerated.
6. We respect and keep all company, client, contractor and supplier information confidential, both during and after employment, in accordance with our contract of employment.
(please refer to "COMP005 – Confidentiality")
7. We do not use confidential or industry information for personal or financial advantage.

8. We conduct our business in a socially responsible way that does not adversely affect the surrounding environments in which we operate.
9. We respect and safeguard company property and do not use RJA time, assets, facilities or services without proper authority or for personal gain.
10. We conduct ourselves in a safe and responsible manner, observe health and safety policies and obligations and co-operate with all procedures and initiatives taken by RJA in the interests of workplace, health and safety and in accordance with the applicable legislation.
11. We recognise that we have an obligation, at all times, to operate within the applicable laws, company policy and the principles of this document. If we have knowledge of the possibility of a breach, we immediately bring this to the attention of the Directors.
12. Above all, we do not engage in conduct likely to discredit RJA's reputation or brand identity.

Related Resources, Tools and Links

- To be read in conjunction with **all RJA Company Policies**
- To be adopted by all employees in conjunction with:
 - COMP001 – Behaviours
 - COMP005 – Confidentiality

Contact & Further Information

For further assistance please contact your direct manager.

Document Owner

Directors – RJA

Note: This information does not form part of any contract between you and RJA. It summarises the core values and principles of RJA in accordance with applicable legislation and is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this information is not intended to give rise to contractual obligations binding on the Company. This information may be varied from time to time.