

Policy

Policy Name:	Code of Conduct
Policy Date:	March 2020
Endorsed By:	Directors
Policy Code:	POL030

01. POLICY

The Code of Conduct clarifies the standards of behaviour that are expected of RJA staff in the performance of their duties. It gives guidance in relation to what is considered appropriate workplace behaviour.

02. PROCEDURE

The Code of Conduct ('Code') for RJA recognises the importance of a work environment which actively promotes best practice. The purpose of this Code is to describe the standards of behaviour and conduct expected from employees and others in their dealings with customers, suppliers, clients, co-workers, management and the general public.

RJA expects all employees and others in the workplace to observe the standards set out in this Code. Compliance with this Code is expected and non-compliance may result in disciplinary action up to and including the termination of employment or contract for services.

Where relevant, this Code operates in conjunction with other policies relating to minimum standards of behaviour and conduct, contract of employments or contract for services.

- Staff must consume alcohol responsibly;
- Staff must not be drunk and disorderly. Inebriation does not diminish a staff members responsibility for misconduct;
- Staff must always uphold an appropriate standard of behaviour, remembering they are always representing the RJA brand;
- The restrictions set out in relation to operating company vehicles and heavy machinery or tools still apply;
- Staff must ensure a safe means of transport to and from company functions. Staff must not drive any vehicle if they are over the blood alcohol limit imposed by Australian or International Law;

03. APPLICATION

The Code applies to all employees, agents and contractors (including temporary contractors) of RJA, collectively referred to as 'workplace participants'.

The Code does not form part of a workplace participant's contract of employment or contract for services.

04. THE CODE OF CONDUCT REQUIREMENTS

All workplace participants are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment or engagement with RJA. This Code provides an overview of RJA's fundamental business values. It is by no means exhaustive, but summarises some of RJA's most important policies, which are based on standards that underlie business ethics and professional integrity, standards that apply to all workplace participants.

As representatives of RJA, all workplace participants are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour both inside the workplace and outside the workplace where the workplace participant can be perceived as representing RJA:

- Comply with all laws, policies, procedures, rules, regulations and contracts.
- Comply with all lawful and reasonable directions from RJA.
- Be honest and fair in dealings with customers, clients, suppliers, co-workers, management and the general public.
- Display the appropriate image of professionalism at the workplace. This may include wearing the required uniform, safety equipment or work clothes, and if a workplace participant wears their own clothes, ensuring their appearance is neat and tidy.
- Treat customers, clients, suppliers, co-workers, company management and the general public in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimisation or harassment based on a person's race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.
- Promptly report any violations of law, ethical principles, policies and this Code.
- Maintain punctuality. If a workplace participant is late or cannot report for work, please telephone and let the supervisor know as soon as possible.
- Do not use work time for private gain. If a workplace participant is required to leave the work premises for personal reasons, they should advise their Manager well in advance.
- RJA has a legitimate interest in the private activities of workplace participants where such activities may bring disrepute upon RJA in its relationships with customers, clients, suppliers, and the general public at large and may possibly call the workplace participant's fitness for continued employment or to provide services into question.
- Maintain and develop the knowledge and skills necessary to carry out duties and responsibilities.
- Observe health and safety policies and obligations and co-operate with all procedures and initiatives taken by RJA in the interests of work health and safety.

- Be truthful in all dealings with persons encountered at the workplace. Workplace participants must not make false or misleading declarations during the performance of their duties or when providing services on behalf of RJA. A declaration can be considered to be misleading if information is omitted or presented in a manner that enables a misleading view of the situation to be formed. This includes failure to comply with reporting requirements and falsifying records and other documents.
- Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or biased performance.
- Not act for an improper or ulterior purpose to the detriment (whether perceived or actual) of RJA.
- Workplace participants must not abuse the advantages of their position for private purposes, or solicit or accept any gift or benefit in connection with their employment or engagement which might compromise, or be seen to compromise their integrity or RJA's reputation.
- Respect RJA's ownership of all of its property including but not limited to funds, equipment, supplies, books, records and confidential information (however described).
- Maintain during their employment or engagement with RJA and after the termination of employment or engagement, the confidentiality of any confidential information, records or other materials acquired during the employment or engagement with RJA.
- While employed at RJA, not accept any employment with another organisation that is a supplier or competitor of RJA, or any other employment that is in conflict with your position at RJA.
- Not make any unauthorised statements to the media about RJA's business (requests for media statements should be referred to the Directors).
- Do not fight in the workplace.
- Do not use inappropriate language in the workplace.
- Never report for work in circumstances where there is a risk that you could be affected by or 'under the influence' of illicit drugs or alcohol (eg if you have ingested or otherwise taken drugs or alcohol the night before or in the period leading up to your next work period). If a workplace participant is taking prescription medication, they must inform their manager at the commencement of their working day. Workplace participants may be required to produce medical evidence to prove their medication does not affect their capacity to perform their duties in a safe manner without harm to themselves or others.
- Do not smoke during working hours unless it is during prescribed breaks and within designated areas.
- Behave in a professional manner at all times .

05. ISSUES FOR MANAGERS AND SUPERVISORS

Managers and supervisors should:

- Promote a team spirit.
- Maintain confidentiality so far as is reasonably practicable when conducting investigations into grievances and disputes.
- Avoid bias in decision making.
- Ensure compliance with RJA's procedures when carrying out counselling and discipline.
- Exercise objectivity when administering rewards or discipline.
- Not condone, permit, or fail to report any breaches of the Code as outlined above by workplace participants under their supervision.

06. Breach of this Policy

A breach of this Code may lead to disciplinary action including, but not limited to, termination of employment or services.

Contact & Further Information

For further assistance please contact your direct manager.

Policy Owner

Directors – RJA

Note: This Policy does not form part of any contract between you and RJA. It summarises the standard expectation of the Code of Conduct in the workplace. It is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this Policy is not intended to give rise to contractual obligations binding on the Company. This Policy may be varied from time to time.