



CODE OF CONDUCT POLICY

Policy Statement

This code requires every employee of Comgroup Supplies to observe the conduct guidelines as set out below, and to show commitment to the company in return for its commitment to them.

The Comgroup Supplies code of conduct explains the standard of behaviour expected from management, employees and contractors and it provides a clear guide to appropriate workplace behaviour.

This policy applies to all employees, contractors and managers of Comgroup Supplies. The policy is to be distributed and reviewed annually by the OH&S Department of Comgroup Supplies.

Employee Commitment to Comgroup Supplies

To demonstrate our collective commitment to Comgroup Supplies we:

- Ensure our actions do not bring Comgroup Supplies into disrepute.
- Disclose and resolve any conflicts of interest via our internal grievance procedure.
- Refrain from canvassing for private business during work hours.
- Do not disclose confidential information, or use information for our own gain or to disadvantage another or the company.
- Refuse inappropriate gifts and benefits from customers or suppliers.
- Only transact and approve expenditures for which we are authorised.
- Do not abuse, deface or willfully cause damage to any Comgroup Supplies property.

Respect for Others

In dealing with customers, suppliers, and other employees we:

- Do not use language or behaviour that offends, harasses, or unfairly discriminates.
- Observe Comgroup Supplies smoking in the workplace policy.
- Do not work when affected by alcohol or recreational drugs.
- Abide by all safety rules and procedures operating within Comgroup Supplies, and also comply with all relevant federal and state Occupational Health and Safety laws in order to provide a safe and healthy workplace.

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Our Values: Customer Focused, Highest of Quality, Safety Conscience, Teamwork, Accountability and Respect



Grievance and Complaints Procedure

Any employees who feel uncomfortable because they believe another employee's treatment of them is inappropriate and offending are encouraged to speak to their Supervisor, the appropriate Manager or an employee of the OH&S team. It is encouraged that all grievances and forms of discrimination and harassment are reported. Each complaint will be dealt with confidentially and according to individual facts of the circumstance.

Confidentiality agreement of all employees

To ensure that confidential information is held in strict confidence and care is taken by all employees in relation to information relating to Comgroup Supplies and its clients. The confidential information includes but is not limited to any document or information, which is specifically designated as confidential by Comgroup Supplies. It also includes any document or information relating to a client of Comgroup Supplies and includes any information or documentation relating to the commercial and financial activities of Comgroup Supplies and its clients, the unauthorised disclosure of which would embarrass harm or prejudice Comgroup Supplies or its clients. It does not extend to information or documentation, which has already entered the public domain unless such information arrived there by unauthorised means. All documents are confidential unless otherwise stated.

Responsibilities of all employees

- Use Confidential Information only as required in the performance of their employment duties; and
- Keep the Confidential Information in confidence.
- The obligations as to confidentiality shall continue after the termination of an employee's contract of employment.
- Care should be taken by all staff to ensure no discussions concerning the affairs of clients take place in public areas such as lifts, reception areas, public transport, etc.



Customer Service

When dealing with internal and external customers we:

- Provide a world standard of quality to our customers.
- Are honest, courteous and helpful.
- Actively consult with and listen to the customer.
- Provide prompt attention, accurate information and meet commitments.
- Ensure our appearance is neat, clean, and appropriate to the job, wearing a uniform if required.

Teamwork

We work together towards our goals by:

- Being punctual.
- Reporting and accounting for any absences.
- Following lawful and reasonable instructions.
- Providing guidance and feedback to one another.
- Actively learning from one another, and seeking assistance when required.
- Sharing relevant information.
- Observing safe working practices.
- Do not engage or insight any violence.
- Reporting all grievances, hazards, accidents, injuries and unsafe work practices.
- Following the set procedures and instructions in the case of emergency.

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Results

To ensure the quality of our work and the safety of our workplace, we:

- Are hygienic and neatly presented
- Observe the spirit and letter of the law, and the Comgroup Supplies policies and procedures that govern our work
- Work to the best of our ability, giving proper attention and care to the job, ourselves and other employees
- Follow safe work practices at all times
- Good Working Relationships

Equal Employment Opportunity

Comgroup Supplies is an equal opportunity employer. Discrimination or harassment of any kind, including bullying is unacceptable and unlawful. To this end Comgroup Supplies will take all practical steps to ensure our employees promote a working environment free from any discrimination and/or harassment.

No employee will be penalised or disadvantaged as a result of raising concerns or complaints relating to discrimination or harassment. Report all grievances and incidents to Supervisors, appropriate Managers, or the OH&S team.

The General Manager and the Plant Manager are responsible for ensuring this policy is understood and implemented to all existing and new employees.


The OH&S team is responsible for the administration and interpretation of the policy, and subsequent reviews.

All employees of Comgroup Supplies have a responsibility to comply with the guidelines set out in this policy. Furthermore, employees must not engage in any act of victimisation or discrimination. Also, all employees must not cause, instruct, aid or permit another person to commit an act of discrimination or harassment.

Steven Myler
CEO


Signature

Terry McManus
Head of People and Safety


Signature

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