

# Code of Conduct Policy

This Code of Conduct provides guidance to all Aurum Contracting PTY LTD employees, contractors and representatives who enter into a working relationship with Aurum Contracting PTY LTD. The Code of Conduct outlines a minimum standard of behaviour and conduct expected during hours of duty, and at any other times when others may identify you as being part of Aurum Contracting PTY LTD. This would apply when in camp, both during work hours and at all other times and when on location at discrete work sites.

The Code of Conduct is intended to guide all staff in their dealings with colleagues, clients, Aurum Contracting PTY LTD and others. It does not address all possible situations that may arise in employment with Aurum Contracting PTY LTD, but is a set of principles that provide guidance to staff on acceptable and unacceptable behaviour.

The Code of Conduct supports, but does not exclude or replace, the legal rights and obligations of staff, contractors and representatives of Aurum Contracting PTY LTD.

## Policy Definitions

*Conflict of interest* - A conflict of interest involves a conflict between work responsibilities and personal, private or professional interests. Interests can be financial, non-financial, personal, private, family or business.

*Indictable Offence* – An indictable offence as defined by the Criminal Code and other applicable legislation.

*Impaired by the effects of alcohol or drugs:*

- for staff driving vehicles or operating tools or equipment, a blood alcohol content greater than 0.00%.
- for all staff a positive drug test result in excess of the Australian Standard AS 4308, and/or physical or mental condition or behaviour which limits the employee's ability to undertake work in a safe and effective manner.

*Vexatious complaints* – A complaint that does not have reasonable grounds and is intended only to annoy, harass or cause delay or detriment.

## Responsibilities

Aurum Contracting PTY LTD strives to protect the health, safety and welfare of its staff by providing an environment free from harm, discrimination and harassment and which enables staff to go about their work confident that they will be safe and free from harm.

Responsibilities under the Code of Conduct are in the spirit of, and reflect Aurum Contracting PTY LTD's values of:

- Be safe
- Serve others as you expect to be served
- Demonstrate active integrity

- Be innovative
- Be a team

In performing duties staff members are required to exercise proper diligence, care and attention, and seek to achieve high standards of administration and services.

### **Act within the Law**

Aurum Contracting PTY LTD staff are to respect the law, the system of government and the policies and procedures under which Aurum Contracting PTY LTD operates. This would be demonstrated by:

- Upholding the laws of the state of Queensland and the Commonwealth of Australia;
- Upholding the by-laws and regulations of the local government bodies in the locations we operate;
- Complying with the contractual requirements between Aurum Contracting PTY LTD and any other relevant party;
- Complying with the requirements of the contract of employment.

### **Treating Others Fairly**

Aurum Contracting PTY LTD staff are obliged to treat others, including colleagues, clients, stakeholder representatives, public officials and members of the public in a courteous, fair and equitable manner. As a guide, the following behaviours are an example of those expected when seen as representing Aurum Contracting PTY LTD where behaviours are:

- Free of discrimination on physical, intellectual, cultural or religious grounds;
- Free of sexual harassment;
- Respectful of the dignity, rights and views of others;
- Exhibiting concern for the safety, health and welfare of others;
- Maintaining a customer service orientation at all times;
- Free of abusive or threatening communication or actions;
- Respecting the privacy of others.

### **Safety, Health and Welfare**

Aurum Contracting PTY LTD staff are required to take all reasonable steps to ensure the safety, health and welfare of themselves and others, whether colleagues or members of the public, when they are engaging in any activity with Aurum Contracting PTY LTD. Staff are to follow the Aurum Contracting PTY LTD Work Health and Safety System, as well as using common sense in maintaining a safe and healthy work environment.

To be fit for work, staff are required to observe the following:

- Have a zero percent (0.00%) alcohol reading when attending and working on site.
- Not being under the influence of any unlawful drug whilst at work.
- Any drugs prescribed by a medical practitioner must be used in accordance with medical advice.

- Managing down time to limit the risk of fatigue.

### **Personal and Professional Behaviour**

Aurum Contracting PTY LTD staff are placed in a position of trust and are expected to be honest and ethical in carrying out their duties. This trust is placed at risk when staff fail to recognise and avoid:

1. conflicts between their private interests and Aurum Contracting PTY LTD responsibilities, and;
2. situations where there is a reasonable basis for the perception of such a conflict.

Situations that may give rise to conflict of interest are typically:

- Personal relationships with other staff;
- Personal relationships with people Aurum Contracting PTY LTD are dealing with e.g. contractors or clients;
- Secondary employment that compromises the integrity of Aurum Contracting PTY LTD (i.e. outside work must not be accepted where it may cause a conflict between the employee's private interests and duties to Aurum Contracting PTY LTD).

Staff are expected to carry out their duties honestly, responsibly and impartially to the best of their ability. For example, all staff are required to:

- Carry out their duties in a professional, responsible and conscientious manner;
- Be ready to work at the appropriate rostered time and work the full number of hours scheduled;
- Carry out management directions and adhere to policies in a faithful, impartial and transparent manner;
- Ensure decisions are reasonable, fair and appropriate to the circumstances based on consideration of all the relevant facts and supported by adequate documentation;
- Report genuinely suspected or known fraud or corrupt conduct to appropriate management/authorities through the appropriate channels;
- Not use alcohol, prohibited drugs or substances, or misuse any prescribed or over-the-counter drug, which could in any way adversely affect work performance or the safety and well-being of others, or impair in any way the ability to make sound decisions at work.

Staff are expected to be courteous, helpful and sensitive in dealing with clients, colleagues, stakeholder representatives and the public to ensure that our relationships are professional and respectful of their rights and dignity at all times. When communicating on behalf of Aurum Contracting PTY LTD either verbally or in writing, a positive and professional tone is required.

At all times staff are required to present themselves in a professional manner. When at site all Aurum Contracting PTY LTD staff must wear appropriate uniforms and PPE. When in the office all Aurum Contracting PTY LTD staff are required to wear appropriate clothing for the office environment. Ripped

clothing, beach clothes or clothes which are considered revealing are not considered to be suitable for office.

### **Confidentiality, Protection of Information and Intellectual Property**

In the course of their duties, staff may have access to, or be privy to a range of company information and/or information relating to other people and organisations that do business with Aurum Contracting PTY LTD. Every staff member of Aurum Contracting PTY LTD has a duty to maintain the confidentiality of personal and official information. In addition, all staff have the right to expect confidentiality and privacy with respect to personal information. Therefore, staff should, at all times:

- Take reasonable steps to ensure adequate protection and security of all confidential information and other company records and not divulge any such information to individuals, groups or bodies not authorised to have access to such information;
- Maintain as appropriate the confidentiality of Aurum Contracting PTY LTD dealings when interacting with outside organisations and others within Aurum Contracting PTY LTD;
- Ensure that any official Aurum Contracting PTY LTD information is not used, without Management authorisation, in order to gain a financial or other benefit for themselves or any other person or group;
- Give due credit to the contributions of other staff members;
- Respect the confidentiality and privacy of colleagues;
- Do not make private comment on Aurum Contracting PTY LTD business unless specifically authorised to do so by management.
- Any written work, invention, discovery, improvement and design created or contributed to whilst in the ordinary course of employment are the absolute property of Aurum Contracting PTY LTD.

### **Use of Equipment and Resources**

Staff of Aurum Contracting PTY LTD are required to take all reasonable measures to:

- Maintain adequate security over Aurum Contracting PTY LTD property, facilities, resources and equipment;
- Ensure that Aurum Contracting PTY LTD resources are managed effectively, efficiently and for their specified purpose; and
- Ensure that resources are used in a manner which does not harm the environment.
- Ensure equipment and resources are only used for Aurum Contracting PTY LTD business.

### **Personal Use of Telephones, Computers, Email and the Internet**

Staff are permitted to make limited personal calls of minimal duration which should be completed during work breaks except for urgent or emergency situations. The use of Aurum Contracting PTY LTD phones, either fixed or mobile, for making personal calls or communication will be at the discretion of Management.

Computer equipment, its associated software and programs as well as internet and email access are provided for the performance of Aurum Contracting PTY LTD business only. All equipment, software, programs and files remain in the ownership of Aurum Contracting PTY LTD.

The use of this equipment, software and programs, and communication through internet and email communication channels is to be in accordance with this Code of Conduct, particularly in relation to:

- Respect for the law
- Fair treatment of people
- Personal and professional behaviour, and;
- Confidentiality, protection of information and intellectual property.

Examples of using the Internet that is NOT permitted include:

- social media sites (including but not limited to Facebook, Twitter, Instagram)
- gambling (including gaming, online betting, bookmaker odds, lottery pages, bingo, football tipping)
- games (including traditional board games, card games and role playing games, for example, Battleship and Dungeons and Dragons)
- participation in online auctions (including eBay)
- dating (including online dating services)
- downloading and storage of music and pictures
- accessing, downloading, storing or sending racially and/or sexually offensive, obscene and/or other threatening, belligerent or libellous electronic communications.

### **Social Media and Blogging**

Aurum Contracting PTY LTD takes no position on any employee's or representative's decision to start or maintain a blog or to participate in social media networking. It acknowledges that such activity can lead to the blurring of the boundary between private and work life. This blurring can raise the potential for private comment to affect the reputation of Aurum Contracting PTY LTD or to inadvertently or otherwise disclose commercial in confidence information.

The following requirements apply to all staff and are designed to protect the reputation of Aurum Contracting PTY LTD, its clients, its employees, contractors and representatives:

- Unless specifically authorised by management, no staff are to engage in social networking or blogging activity during working hours;
- Staff are not to use any Aurum Contracting PTY LTD property or resources to engage in social networking or blogging of any kind unless specifically authorised by management;
- Staff may be subject to appropriate disciplinary action should any of their activity on social media or blogging lead to:
  - A negative impression of Aurum Contracting PTY LTD, their clients, their staff or representatives;
  - Any unauthorised disclosure of information.

- When engaging in social media activity or blogging of any kind, staff are to be mindful of their obligations under the Code of Conduct.

### Reporting Unethical Behaviour

If any staff member of Aurum Contracting PTY LTD becomes aware of unethical behaviour or other behaviour that, in any way, could be construed as not in accordance with the Code of Conduct, they should first bring their concerns to the attention of their immediate manager or supervisor. Should this not be practical, or if a previous report has led to an unsatisfactory outcome, staff may lodge a formal complaint with the Human Resources Manager or alternatively approach the owners of Aurum Contracting PTY LTD directly via: [E info@aurumcontracting.com.au](mailto:info@aurumcontracting.com.au) or by calling the 3/349 Coronation Drive, Milton QLD 4064 Office on: P: 07 3377 0819. All information will be treated confidentially.

Provided staff are acting in good faith in bringing these cases to the attention of the appropriate person and the complaint is not vexatious, Aurum Contracting PTY LTD will:

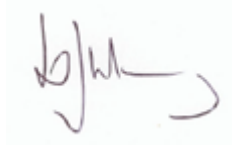
- Investigate the allegations of behaviour that may breach the Code of Conduct or other Aurum Contracting PTY LTD policies;
- Report indictable offences to the proper authorities;
- Take all reasonable steps to provide protection for staff who bring forward their concerns;
- Take all reasonable steps available to them.

### Additional Information for Supervisors and Managers

Manager and supervisors are required to model the Code of Conduct and have a higher expectation of behaviour and conduct placed upon them. Under these obligations, Managers and supervisors are required to:

- Set good examples for staff through their own behaviour;
- Provide optimum working conditions for staff within existing resources;
- Manage staff with proper regard for their privacy, (in particular, the security of information), rights and aspirations;
- Maintain open and honest communication with all staff;
- Treat staff fairly, equitably and consistently. Decisions should be based on a proper assessment of merit to ensure an adequate opportunity for staff development;
- Provide appropriate training and performance management so that staff can successfully meet performance standards expected of them, and ensure that their performance is objectively assessed against these standards;
- Deal with all grievances and appeals efficiently and fairly in accordance with Aurum Contracting PTY LTD policies and procedures;
- Provide a safe working environment.

This Policy applies to all employees and contractors engaged in Aurum Contracting PTY LTD business activities and will be reviewed on an annual basis.



**Dominic Murray**  
**CEO**  
**Date: 30/06/17**