

# ***SOUTH EAST CONVEYORS Pty Ltd***

## ***CODE of CONDUCT***

### ***POLICY***

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2	Mark Rice	Mark Hogan	Andrew McAdam	SEC&E HR	May 2015	May 2018



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**CODE of CONDUCT POLICY****Summary of Changes**

Version	Description of Changes	By Whom	Date
2	<ul style="list-style-type: none"> <li>Consumption of Alcohol and Non-Prescription (illicit) drugs</li> <li>Personal use of Social Media</li> </ul>	Mark Hogan	18.05.2015

**Introduction**

This purpose of the code of conduct is to ensure that South East Conveyors Pty Ltd (SEC) trading as South East Conveyors & Engineering (SEC&E) provides clear guidelines to its Directors and employees regarding the ethical standard to which the company operates.

All references to SEC within this document include SEC&E. Unless expressly stated the Code of Conduct applies to all Directors and employees of South East Conveyors Pty Ltd.

**Our Values & Commitments**

The SEC Directors and Management Team are firmly committed to ensuring that all personnel, including themselves, observe the highest standards of ethical behaviour and conduct.

SEC's Code of Conduct (Code) and ethical stance are an integral part of our approach to business and are consistent with our purpose and values as an organisation. Our success depends greatly on the extent we individually and collectively reflect and abide by the behaviour's and expectations described in our Code

Our behaviour and actions always need to be consistent with our core values and commitments.

**Values****Safe and Professional Environment**

We will maintain a safe environment and a professional workplace where staff work collaboratively, are valued and treated with respect.

**Personal Responsibility and Accountability**

We take great pride in our work and accept individual and collective responsibility for the delivery of all business outcomes. We do what we say we are going to do

**Getting Things Done and Achieving Results**

We consistently meet our commitments and deliver excellent results to the benefit of our employees, customers and the community through tenacity and perseverance.

**Ability to Respond and Adapt**

We continually respond and adapt to our changing environment by innovating, modifying our behaviour and continually improving our processes and systems to take advantage of opportunities to enhance, improve and grow our business.

**Service Delivery Focus**

We are committed to high quality service delivery achieved through listening, understanding, anticipating and responding to our customers' needs.

**Commitments****Customer**

Providing customers with safe and reliable delivery of products & services, and responding to their changing needs.

**People**

Provide a safe working environment that supports strong performance and accountability where people feel valued, respected and empowered. We encourage personal growth and development, and value teamwork.

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## **Financial**

To grow by increasing revenue and constraining costs.

## **Community**

We are a part of the community. We consider the social impact of our business and work safely and responsibly to minimise the environmental effects.

## **Systems & Processes**

Develop and implement effective and optimal structures, internal systems, and processes to enable the delivery of SEC's financial, customer, people and community objectives.

## **Our Ethical Standards**

All Directors, managers, employees and contractors acting on behalf of SEC are required to meet the following standards of ethical behaviour:

- Act honestly and with integrity;
- Observe the law and comply with the requirements of any relevant regulatory bodies;
- Act in the best interests of SEC except where to do so contravenes any of the other ethical standards;
- Avoid or disclose any real or perceived conflict of interest;
- Observe the principles of independence in decisions and dealings with both internal and external customers;
- Respect the confidentiality of all confidential and/or proprietary information acquired in the course of our duties and not use or disclose such information to third parties without authorisation;
- Respect the rights of employees, customers, suppliers and the community at large and to ensure that we meet our legal and other obligations to these parties;
- Do not take advantage of property, information or position, or opportunities arising from these, for personal gain or to compete with SEC; and
- Set a standard of honesty, fairness, integrity, diligence and competency in all that we do, such that our conduct will not discredit SEC

These Ethical Standards are underpinned by our Code of Conduct, which provides more detail about our responsibilities

## **A Guide to Ethical Conduct and Decision Making**

Our Code is made up of a number of elements supporting a self-regulatory approach to the way we do business. The Code is designed to provide practical assistance in performing our daily tasks and resolving situations that may present potential ethical conflicts.

While the Code provides a number of specific examples and guides regarding ethical conduct and decision making, the following simple questions or steps will assist each of us in determining whether a decision or action creates an ethical dilemma or breaches the Code.

- Is the decision or conduct lawful?
- Is the decision or conduct within the meaning or spirit of our values, our Ethical Standards and the SEC Code of Conduct?
- Is the decision or conduct consistent with SEC's policies and procedures?
- Will the primary beneficiary of the decision or conduct be SEC?
- Is the decision or conduct transparent and able to withstand public scrutiny?

While the answer to all of these questions should be YES, there will be times where the answer may seem a bit 'grey' or you are still not comfortable with the decision or conduct. In these cases seek one or more of the following options:

- Clarify the matter with your direct supervisor;
- Request instructions to be put in writing;
- Document all actions, directions and conversations on the issue;
- Seek advice from a member of legal counsel, the Managing Director or General Manager.

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SEC will at all times honour and respect the culture and laws of any country in which we do business. Except in circumstances where to do so would cause cultural embarrassment or break the laws of the land, all SEC employees and representatives should apply the requirements of this Code in their dealings.

***Our Responsibilities******Integrity of Behaviour***

Each of us is expected to act with integrity in all our official activities, avoiding any behaviour that would reflect adversely on us or on SEC's integrity encompasses honesty and loyalty.

Individuals are therefore expected, at a minimum, to apply the rules and guidelines of SEC's Code of Conduct to all business activities.

Gifts, benefits, courses, entertainment etc. should only be offered within the parameters established by the Code. Where a customer, supplier or any third party does not permit acceptance of such hospitality we will honour their requirements.

***Confidential and Proprietary Information (including Privacy)***

SEC has a duty to protect information obtained through our operations belonging to personnel, customers and suppliers in order to ensure that their rights to privacy and their commercial interests are safeguarded.

Because of the importance of information to SEC and those with which we deal, and the potential for loss, theft or misuse of the information, considerable care must be taken to maintain the integrity and security of all information.

We must not access or request confidential information about third parties unless the information is required in the performance of our duties. Any such information that may have inadvertently come into your possession must be returned to the sender or your Leader immediately.

Any information obtained through your job or through your work-related contacts must not be released unless:

- You are authorised to do so;
- It is public information; or
- The law requires you to do so.

You are also expected to abide by these requirements with regards to information obtained

***Impartiality***

We will act with total impartiality in our dealings with customers and suppliers. We must take care that our expression of personal views and convictions do not compromise or appear to compromise the performance of our official duties. Personal relationships or considerations, including bias or favouritism must not influence decisions for or against third parties or the conscientiousness with which we deliver service.

Both internally and externally, it is inappropriate for any SEC person to act in a discriminatory manner. All submissions, applications, representations etc received by SEC must be treated equally and judged on merit alone.

***Our Responsibilities to Our Employees******Health and Safety***

SEC is committed to the health and safety of its employees, contractors and representatives. SEC has in place a Health and Safety Policy that applies to all personnel working within its business. SEC acknowledges the importance of ensuring safe conditions of work for all employees and contractors as well as provision for protecting the safety of the wider community in its dealings.

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## ***Discrimination and Harassment***

As part of SEC's commitment to good business, employee and community relations you must contribute to a work environment that offers equal employment opportunity. The SEC workplace will be maintained free from discrimination and harassment. You must be aware of, and abide by, SEC's Issues & Grievance Resolution Policy HR Document A4. Discrimination, physical or verbal harassment, violence, abuse or assault in the workplace is against the law, and will not be tolerated.

## ***Employee Remuneration and Benefits***

The Director and senior management are committed to attracting and retaining high performing people. Our outside award employees have a reward structure based on SEC financial growth and the achievement of personal performance.

## ***Employee Support***

SEC acknowledges that its people are its heart and soul. The health and well being of everyone in SEC is therefore of great importance.

## ***Our Responsibilities to the Community***

### ***SEC 's Corporate Social Responsibility***

SEC is committed to proving that it is a responsible corporate citizen which fulfils its moral, ethical and legal obligations enabling our people to actively enhance the communities in which we operate.

### ***Health, Safety and Environment***

One of the major aims of SEC is to protect the environment in which we operate. Our values require it. SEC strives to operate in a manner that minimises health, safety and environment risk to our customers and the public.

SEC will report openly and honestly to our employees, customers, the community and to government on health, safety and environmental issues that relate to SEC's operations.

## ***Personal Responsibilities of Our Employees***

### ***Donations***

SEC has a policy not make any political donations. No SEC employee, contractor or representative can receive a donation for SEC under any circumstances.

All donations may only be approved by the Managing Director or General Manager.

### ***Conflicts of Interest***

Conflicts of interest exist when it is likely that you could be influenced (or could be seen to be influenced) by a personal interest in carrying out your duties. Some examples that may give rise to a conflict of interest are:

- Having a financial interest in a matter SEC deals with or having friends or relatives with such an interest that you are aware of.
- Having a personal, philosophical, religious, moral or political belief or attitude that could influence or be seen to influence the impartiality of advice given.
- Having or developing personal relationships with people that SEC is dealing with or investigating that go beyond the level of a professional working relationship.
- Accepting secondary employment that may, or may appear to, compromise your integrity and that of SEC.
- Participating in political activities or making political comment that may relate to, or may be seen as relating to, SEC's business.

In many cases you may be the only person aware of the potential for actual or perceived conflict. It is your responsibility to avoid conflicts that could compromise the impartial performance of your duties and to disclose potential, actual or perceived conflicts of interest to your Leader.

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Having a conflict of interest is not of itself wrong. What you may choose to do about it could be. If you are in any way unsure of whether a personal relationship, activity or belief may be a conflict of interest then you should seek advice from a suitably qualified person within SEC.

### **Consumption of Alcohol and Non-Prescription (illicit) Drugs**

All employees have an obligation to present 'fit for work' and conduct themselves in a responsible manner whilst representing SEC. This includes hours post work, during travel and lay down days.

SEC requests that where there is an opportunity to consume alcohol after work e.g. wet mess on a client site, the expectation is once serving of alcohol has ceased, all employees will return to their individual rooms. Client site village/accommodation rules shall be adhered to at all times.

The use of/consumption, dealing or possession of non-prescription illicit drugs whilst representing SEC either on SEC controlled sites or clients sites is unacceptable and may lead to disciplinary action which may include termination of employment with SEC.

### **Personal use of Social Media**

SEC accepts personnel who choose to use social media in their capacity as private citizens, however they should be aware that content published on social media sites is publicly available— even on their personal accounts. As such, you should ensure:

- you are mindful that your behavior is still bound by the SEC Code of Conduct – even outside work hours
- you don't make comments that are obscene, defamatory, threatening, harassing, discriminatory or hateful to or about your work or about another person or entity
- your comments are not or could not be perceived to be:
  - made on behalf of SEC, rather than an expression of a personal view
  - so strong in your criticism of SEC that it could seriously disrupt the workplace. (SEC employees are encouraged instead to resolve concerns by informal discussion with a manager or by using internal dispute resolution mechanisms)
  - a gratuitous personal attack connected with your employment
  - unreasonable criticism of SEC's clients and other stakeholders

Where employees participate in a discussion not directly related to their work but that draws on their expertise in a field this would be considered personal use. However, staff should not reveal information about SEC that isn't publicly available. If you are unsure, you can also consult with SEC management prior to posting comments.

### **Gifts and Benefits**

You should never solicit gifts or benefits while performing your work for SEC. You are not to accept a gift, benefit or favour that is intended to, or is likely to, cause you to act in a partial manner in the course of your duties.

It is generally advisable to decline all offers of gifts, benefits, travel, hospitality or other favours. However, it is understood that at times gifts may be offered by way of thank you for your contribution and assistance. In such cases, if the value of the gift is clearly under \$150 you may accept it without approval. However, if you believe the gift could exceed \$150 in value, accept the gift to prevent embarrassment then immediately notify the General Manager of the gift, its approximate value and the type and extent of the relationship with the person offering the gift. A decision will then be made as to whether you may keep the gift, return it, or otherwise share it with colleagues or the community (i.e. donate to charity).

To prevent any misunderstandings or embarrassment it is advisable that you diarise all gifts and benefits received regardless of the value. This is particularly important where you are in a position that deals directly with or decides the acceptance, performance or removal of; contractors; consultants; suppliers; customers; employees or other stakeholders who could be seen to benefit from your decision.

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## **Business Lunches, Sponsored Courses and Entertainment**

The general rules applying to 'conflicts of interest' and to 'gifts and benefits' also apply business lunches, sponsorships and entertainment. However, it is recognised that a solid network of relationships can be of an economic benefit to SEC and as such, attendance at business related functions is necessary and appropriate. You should adopt the following guidelines when accepting such offers:

- Lunches should be of a modest nature and should not be accepted during times of real or perceived decision making e.g. during a tendering process, or during a period where performance is being questioned. Any lunches that fall outside of these guidelines should be reported to your Leader.
- Courses or other major functions of a night through to several days are often sponsored by organisations with which we do business. You may accept such offers providing the function or course is relevant to SEC's business or industry and is held locally allowing you to return home or to work. Offers interstate or internationally should be referred to the General Manager in your area who will make a decision based on the facts and your working relationship with the third party. SEC may not pay for all travel and accommodation costs associated with the course or function.
- Entertainment should be considered a 'benefit' and treated with the same protocols as other gifts and benefits.

Once again, to prevent any misunderstandings or embarrassment it is advisable that you diarise all business lunches, sponsored courses and entertainment received regardless of the value or location. This is particularly important where you are in a position that deals directly with or decides the acceptance, performance or removal of: contractors; consultants; suppliers; customers; employees or other stakeholders who could be seen to benefit from your decision.

## **Confidential and Proprietary Information (including Privacy)**

SEC has information that must be protected to allow it to operate as a business in a competitive environment, and as a conscientious corporate citizen. Because of the importance of information to SEC and those with which we deal, its loss, theft or misuse is considered very serious. You should therefore take great care to maintain the integrity and security of all corporate information.

You must not access or request confidential Company information unless the information is required in the performance of your duties. Any such information that may have inadvertently come into your possession must be returned to the sender or your Leader immediately. Any information obtained through your job or through your work-related contacts must not be released unless:

- You are authorised to do so;
- It is public information; or
- The law requires you to.

## **Use of Company Resources**

SEC resources are provided for the purpose of undertaking the business of SEC and are not for the unauthorised use of employees or contractors.

Within reason, the limited use of computers, telephones, stationery and motor vehicles for private purposes is acceptable, provided they are not used for private income producing purposes. SEC reserves the right to prohibit or restrict the use of its resources.

Where there is any doubt as to your right to use SEC resources for private purposes, either on a continuous basis or for a one up 'home-project', it is your responsibility to seek approval from your Leader, preferably in writing.

Whether or not SEC resources are being used for SEC or private purposes it is incumbent upon you to use such resources efficiently, economically and carefully: You are also expected to abide by existing SEC security requirements when resources are within your possession.

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## **Public Comment and Political Participation**

As a member of the community you have the right to enter into public debate in your private capacity. However, you must ensure that such comment is in no way attributed to your capacity as an employee of SEC, unless that is the expressed purpose of your comment. Public comment includes public speaking engagements, comments on radio and television or in letters to newspapers and expressing views in books, journals, and notices or over the Internet where it is expected that the comments will spread to the community at large.

You must also ensure that any participation in political activities through a political party, cause, movement or lobby group does not place you in conflict with your duties within SEC. This is important because you must be seen by SEC and the public to be able to act impartially.

This does not mean that you should not participate in such activity, only that it must be at arm's length. What is considered appropriate political participation depends on the nature of the issue, the extent of participation, your position within SEC and your public prominence.

It is your responsibility to avoid conflicts that could compromise the impartial performance of your duties and to disclose potential, actual or perceived conflicts of interest to your Leader. If you are at all unsure of whether comment or participation could be in conflict with your duties as an SEC employee then you should seek further advice prior to proceeding.

## **Private Employment**

Many people engage in private employment either paid or unpaid. These may include voluntary community organisations, charities, professional associations or family and part-time businesses. As a general rule, provided such employment does not create a real or perceived conflict of interest and does not reduce or diminish your work hours and performance at SEC, you have no obligation to inform SEC of such activity. However, where 'time-off' is required or conflict could be seen to exist, you are required to notify your Leader of any private employment.

## **Post SEC Employment**

You must not use the influence of your position to obtain opportunities for future employment. You should not allow yourself or your work to be influenced by plans for, or offers of, employment outside SEC. If you do, there is a conflict of interest.

When leaving SEC you

- must return all SEC property in your possession as well as any documents or items which relate to the work of SEC and which is not otherwise publicly available.

Former SEC staff are not to use, or take advantage of, confidential or proprietary information obtained in the course of their official duties until or unless it has become publicly available. Where applicable, former employees are bound by contractual or legislative constraints on the use of confidential information.

You should be careful in your dealings with former SEC staff and make sure that you do not give them, or appear to give them, favourable treatment or access to privileged information.

## **Training Program**

In addition to its general commitment to observing all applicable laws, SEC is committed to ensuring that its representatives comply with relevant legislative requirements, standards and codes of practice, that it has adequate supervisory arrangements in place and that it ensures its representatives are adequately trained and are competent to provide services that it is authorised to provide.

Relevant skills testing, competency management and training and development opportunities will be made available to SEC personnel to ensure that they are adequately trained in the performance of their job role.

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## Whistle Blowing

SEC is committed to the highest ethical standards and conduct and it is every person's responsibility not only to act honestly but also to report any instances of possible corruption, breaches of the law and/or maladministration.

You can report such possible occurrences to your Leader and/or the Managing Director. You may report such potential occurrences either personally or anonymously with a guarantee of anonymity so far as due process will allow. It should be understood that in certain circumstances the law might require some form of formal disclosure.

In reporting such potential occurrences, provided they are not done so maliciously and without probable cause, you will not be in any way disadvantaged by your action. This includes harassment, discrimination, victimisation and future bias towards your career.

All information supplied by the whistle blower will be treated with the strictest confidence and will remain under tight security.

## Breaches of the Code

Breaches of the SEC Code of Conduct may result in disciplinary action including dismissal, formal caution or demotion. Any breaches must be passed by a Leader to the Managing Director or General Manager. Where necessary, cases will be referred to the Police or other authorities. Before disciplinary action is imposed, employees will be given the opportunity to present their views on the alleged misconduct.

**Andrew McAdam**  
**General Manager**

**Dylan Watson**  
**Managing Director**

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