

Code of Conduct

This Code of Conduct applies to you as an employee, agent or contractor of the Business.

This Code of Conduct does not form part of your contract and may be varied at any time by the Business.

Statement of Intent

The Code of Conduct establishes a standard by which we conduct ourselves towards others and perform our work.

The aim of this Code of Conduct is to help us to aspire to the highest standards of ethical conduct and to make clear the general and specific expectations of the Business.

What you are required to do

- I. You are expected to behave ethically, with integrity and appropriately during the course of your employment or engagement with the Business.
- II. You are expected to conduct yourself professionally and politely at all times when at work and outside of work while undertaking work-related activities.
- III. You are expected to:
 - a. Comply with your contract
 - b. Follow all directions given to you
 - c. Comply with all local, state/territory and federal laws
 - d. Comply with all policies and procedures
 - e. Behave appropriately, including use of appropriate language
 - f. Take reasonable care and behave in a safe manner at all times
 - g. Never report for work in circumstances where there is a risk that you could be affected by or impaired by, or 'under the influence of' drugs or alcohol
 - h. Not make personal profit or gain in connection with your employment or engagement other than as provided for in your contract
 - i. Not engage in any conduct that might damage the reputation of the Business or any of its officers or employees
 - j. Maintain confidentiality of all information, records or other materials acquired during your employment or engagement with the Business

- k. Behave in a non-discriminatory manner at all times (this includes respect for 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)
- l. Not engage in bullying or harassment.
- m. Failure to comply with this Code of Conduct

If you do not comply with this Code of Conduct, you may be the subject of disciplinary action which may include:

Counselling

Verbal or written warnings; or

Termination of your employment.

This document is an extract from the W&S Plastics (Australia) Induction Booklet (RD1010 R08)