

## CODE OF CONDUCT POLICY

### 1. PURPOSE

The purpose of this document is to outline the HAMBS expectations of employee behaviour in the course of employment.

### 2. SCOPE

This policy has application to all employees working with HAMBS and applies at all times including when performing official duties such as representing HAMBS at conferences, training events, on business trips and attending work-related social events.

### 3. POLICY

All employees of HAMBS are expected to observe the highest possible standards of behaviour, ethics and integrity as a condition of their employment.

The standards expected of employees include, but are not limited to:

- Strict observation of work health and safety rules, responsibilities and practices at all times;
- Compliance with all organisational policies, procedures, rules, and contractual obligations;
- Compliance with all relevant industry legislative requirements in the performance of all duties;
- Adherence to appropriate Professional Codes of Practice and/or Ethics;
- Compliance with all reasonable and lawful instructions of managers/supervisors;
- Maintaining the confidentiality of any information, records or other sensitive material acquired during the course of employment and/or after the cessation of employment with HAMBS and ensuring that confidential information is only used and disclosed for permitted purposes;
- Honesty, respect, fairness and behaving in a courteous manner in all dealings with customers, clients, co-workers, suppliers, management and the general public;
- The proper intended use of and respect for HAMBS equipment, information, electronic systems, supplies and property (including intellectual property) and compliance with the Acceptable Use of Information Technology policy and any similar policies;
- Not to make any unauthorised public statements, including to the media, about HAMBS business. The Company's relationships with the media are conducted exclusively by the Chief Executive Officer, or the Board, or as delegated by them;
- Not to compete with or against the interests of HAMBS or to engage in any activity which is in conflict with the duties of employment, either directly or indirectly. This includes a duty not to engage in outside employment without the prior approval of HAMBS;

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- Not to engage in any physical, verbal or emotional assault against another person, including fighting in the workplace;
- No offensive, racist, sexist or vilifying language, communications and/or behaviour in the workplace, including the use of electronic systems;
- No unlawful discrimination, harassment or bullying in the workplace;
- Not to possess, distribute, sell, consume or be under the influence of drugs or alcohol whilst in the workplace;
- Disclosure to HAMBS of any actual, potential or perceived conflict of interest arising from the existence of a personal or commercial relationship with any other employee, client, or supplier or potential supplier of goods or services to HAMBS. Personal or commercial relationships include:
  - family relationships (including siblings, parent/child, husband/wife, de facto spouses, partner, cousins, relations by marriage such as brother or sister-in-law);
  - emotional/physical relationships (including sexual relationships);
  - financial relationships (commercial relationships where pecuniary interest or other rewards or benefits are present);
- Not to offer or accept gifts in circumstances where the outcome of a transaction may be influenced or give rise to the perception that the transaction may be influenced by the gift. Employees must not offer or accept money in any circumstances. Gifts, invitations and benefits (including travel, accommodation and entertainment) reasonably estimated to be in excess of a value of \$250 must be disclosed to the Chief Executive Officer for authorisation or in the case of the Chief Executive Officer, to the Chairman.

### 4. PROCEDURE

An employee who suspects or becomes aware that this Code of Conduct Policy may be breached must report the matter to their manager/supervisor immediately and provide the manager/supervisor with details and copies of any information or evidence that they have.

Where an employee is unsure whether their own conduct might contravene this Code of Conduct Policy, they must bring the matter to the attention of their manager/supervisor for discussion and clarification of the Policy and its application to their particular circumstances, as soon as they become aware of the relevant circumstances.

### 5. OUTCOME

Non-compliance with this policy will be reviewed on a case-by-case basis and may lead to disciplinary action up to and including dismissal.

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### 6. REVIEW

This policy is reviewed every year or as necessary in response to new legislation and/or policy changes.

### 7. DOCUMENT CONTROL

Revision	Date	Made By	Approved By	Reason
2	Dec 12	HR Manager	Board	Review and Document Control Clauses added
3	Sep 13	HR Manager	Board	Annual review
4	Sep 14	HR Manager	Board	Annual Review
5	Sep 15	HR Manager	Board	Annual Review
6	Sep 16	HR Manager	Board	Annual Review
7	Apr 17	HR Manager	Board	Clause 3.5.2 added re media communication in the event of a major incident
8	Jan 18	HR	Board	Nil
9	Jun 19	HR	Board	Reviewed by external consultant as part of annual review. Policy simplified and uplifted, maintaining all required elements.
10	Jun 20	HR	Board	Annual Review