



HRPOL000 - YBE CODE OF CONDUCT

INTRODUCTION

The Code of Conduct sets a standard of behaviour expected of YBE staff. All employees of YBE are expected to observe the highest standards of ethics, integrity and behaviour during their employment with YBE. This Code of Conduct provides an overview of YBE's fundamental values. It is by no means exhaustive, but summarises some of our most important policies, which are based on standards that underlie our business ethics and professional integrity and applies to all employees.

Employees who breach the Code of Conduct wilfully and/or inexcusably will be dealt with firmly under the Disciplinary Policy that applies to all sections and individuals. Any violation of company rules, regulations or policies will constitute grounds for disciplinary action which range from counselling, written warnings, and/or termination depending upon the seriousness of the matter.

Contractors and suppliers who breach the Code of Conduct will have their respective contract of services or contracts to supply reviewed with the possibility of termination of those contracts.

INTENT

YBE recognises the importance of a work environment which actively promotes best practice. The intent of this Code of Conduct is to describe the standards of behaviour and conduct expected from employees in their dealings with customers, suppliers, clients, co-workers, management and the general public.

RELEVANT DEFINITIONS

Disciplinary Policy YBE's policy that governs disciplinary procedures.

Company YBE (2) Pty Ltd.

Current Employment Agreement is the employees' contract of employment in force at any given time

Employee depicts employees, apprentices, trainees, agents and contractors (including temporary contractors).

FWC Fair Work Commission.

HR Human Resources

Management YBE's managers, supervisors, team leaders (whichever are relevant) and all employees with supervisory responsibilities.

Personal Pursuits anything that is not business related.

YBE YBE (2) Pty Ltd.



POLICY

1. General Code of Conduct

As representatives of YBE, all employees are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour at workplace and outside the workplace where the employees are or may be perceived as representing YBE:

- 1.1 Employees must comply with laws, legislation, policies, procedures, systems, rules, regulations and contracts.
- 1.2 Employees must comply with lawful and reasonable directions from YBE.
- 1.3 Employees must treat customers, clients, suppliers, co-workers, company management and the public in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimisation, bullying or harassment based on a person's race, colour, creed, religion, national origin, citizenship, age, gender, sexual orientation, marital status, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.
- 1.4 Employees must not use inappropriate/abusive/offensive language or behaviour.
- 1.5 Employees must act professionally.
- 1.6 Employees must ensure appearance is neat and tidy.
- 1.7 Employees must promptly report any violations of law, ethical principles, policies and this Code of Conduct to HR or direct management.
- 1.8 Employees must maintain punctuality.
- 1.9 Employees must speak to their direct Management as soon as possible if they are unable to attend work.
- 1.10 Employees may be required to work overtime if requested.
- 1.11 Employees must not use work time for personal pursuits.
- 1.12 Employees should advise their direct Management well in advance if they need to leave work duties for personal reasons.
- 1.13 Employees must maintain and develop the knowledge and skills necessary to carry out duties and responsibilities.
- 1.14 Employees must be truthful in all dealings in the workplace.
- 1.15 Employees must immediately report to their Management any case of possible negligence.
- 1.16 Employees must not accept any employment simultaneously with another organisation that conflicts with their position unless approved by CEO/CFO.
- 1.17 Employees must not be involved in physical or verbal violence
- 1.18 Employees must not fight in any accommodation or associated areas of YBE.
- 1.19 Employees must not swear in the workplace.
- 1.20 Employees must treat the Yolngu community and its representatives with respect.
- 1.21 Employees must advise YBE management of information that could be of value or importance to YBE, including matters concerning personnel, systems, competitors, the conduct of work, or the work of others.



- 1.22 Employees must promote team enterprise to effectively provide safe, efficient delivery of services. In doing so must mutually mentor each other.

2. Conduct in Public

- 2.1 Employees must refrain from any form of conduct, which may cause offence, embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or biased performance.
- 2.2 Employees must faithfully and creditably represent YBE and where possible, promote its interests.
- 2.3 Whenever an employee in work or private situation may be perceived to be associated with YBE this code of conduct applies.

3. Health and Safety

- 3.1 Employees must observe health and safety policies, processes, procedures in compliance with Worksafe.
- 3.2 Employees must present for work promptly and exercise due diligence and skill in the execution of their work.
- 3.3 Employees must utilise and observe designated work break times to ensure fatigue management.
- 3.4 Employees must wear PPE as per the policy.
- 3.5 Employees taking any pharmaceutical medication must complete a medical declaration form and forward through to the HR department, prior to the commencement of their shift.
- 3.6 Employees must not report for work under the influence of illicit drugs or alcohol.
- 3.7 Illicit drugs and alcohol are not permitted on YBE premises.
- 3.8 Illicit drugs and alcohol are not permitted on the premises of any contract areas in which employees may be working.
- 3.9 Smoking is not permitted except for designated areas.
- 3.10 Employees must verbally report all incidents, injuries and/or near misses to their direct Management within 15 minutes.

4. Ensuring Merit and Equity

- 4.1 Employees must be honest and fair with customers, clients, suppliers, co-workers, management and the public.
- 4.2 Employees must not act with the intent of improper or ulterior purpose.
- 4.3 Employees must not be involved in price fixing or colluding with other suppliers on potential contracts.
- 4.4 Employees must be even handed and not biased.
- 4.5 Employees must ensure contract information or quotes will not be used with the intent of giving or receiving unfair advantage.



5. Gifts, Benefits or Favours

- 5.1 Employees must never demand or request any gift or benefit in connection with employment.
- 5.2 Employees must avoid gifts, favours or other forms of personal assistance from suppliers or potential suppliers to the advantage of the individual.

6. Use of YBE Leasehold, Buildings, Assets and Facilities

- 6.1 Employees must respect YBE's ownership of all its funds, assets, equipment, supplies, records and property.
- 6.2 Unauthorised use of funds, assets, equipment, supplies, books, records and property is not permitted.
- 6.3 Employees must appropriately secure and maintain YBE's premises, motor vehicles and other assets.
- 6.4 Employees must return company property on termination or cessation of employment.

7. Fraud

- 7.1 Unauthorised use of company funds or services is not permitted.
- 7.2 Unauthorised use of company templates, accounts or purchase order for personal use is not permitted.
- 7.3 Employees must not misrepresent YBE in any business activities.

8. Confidentiality

- 8.1 Employees must observe confidentiality of all YBE information, records or other materials obtained during or after their employment.
- 8.2 Employees must maintain confidentiality when involved in investigations into grievances and disputes.
- 8.3 Employees must ensure all quotes and related information submitted to or received from contractors remains confidential.
- 8.4 Employees must observe absolute confidentiality in respect to company charge- out rates.

9. Media and Public Relations

- 9.1 Employees must not make any statements to the media about YBE's business, except for the CEO or his/her delegate.

10. Managers, Coordinators and Supervisors:



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- 10.1 Must ensure compliance with YBE Policies, Procedures and all related compliance documents.
- 10.2 Must exercise objectivity when administering rewards or discipline.
- 10.3 Must not condone, permit, or fail to report any breaches of the above Code of Conduct by employees.

11. Dealing with Official Organisations

When representing YBE in dealings with Government, semi-Government or non-government organisations, employees and contractors shall:

- 11.1 Ensure they have authority to deal with the organisation concerned.
- 11.2 Ensure all statements and declarations submitted to any authority are accurate and complete.
- 11.3 Make payment in accordance with the law and relevant procedures including accounting for the receipt and disposal of funds.

SUPPORTING DOCUMENTATION

- YBE Enterprise Agreement 2011 – Proudly a Yolngu Enterprise in conjunction with current YBE Policies and Procedures.
- YBE Mission Statement
- FWA - Act 2009

RESPONSIBILITIES

The HR Officer is responsible for implementation of this Policy.

Document History and Version Control

Version	Date Approved	Approved by	Signature	Created By	Signature
1.0	05/04/19	Lucinda BOTHG CFO		Malika Chanday HR Officer	