

POLICY:

Code of Conduct

This code of conduct applies to all workers (as defined in the *Work Health and Safety Act*) of Indianic.

The objective of the policy is to provide a clear framework regarding Indianic workers conduct in business, liaising with clients, colleagues and stakeholders by:

- Acting with integrity and professionalism.
- Ensuring proper use of Indianic equipment and information.
- Maintaining courtesy, equality and consideration when liaising with clients, colleagues and stakeholders.
- Avoid conflicts of interest.
- Define the roles and responsibilities of Indianic personnel.
- To educate and promote personnel regarding their responsibilities in the workplace.

Indianic Managers/Supervisors are required to:

- Implement this policy within their area of responsibility.
- Protect employees as far as practical from hazards and bullying in the workplace.
- Be positive role models for all Indianic employees and encourage employees to be proactive and use their initiative.
- Act immediately (and have the authority) if they identify any Indianic personnel who are in breach of this policy.
- Maintain confidentiality.

All Indianic workers are required to:

- Perform any duties associated with workers' position professionally, diligently, impartially and conscientiously to the best of their ability.
- Utilise their initiative and provide all necessary and appropriate assistance.
- Take direction from supervisors and managers.
- Comply with Indianic procedures, policies, instructions and lawful directions as per this code of conduct and the spirit it was written in (if reasonable and legal).
- Discuss with their manager/supervisor any concerns regarding the workplace, another worker and/or any issues which may affect their work performance.
- Promote the interests of Indianic and conduct work in a manner which enhances Indianic's reputation.
- Utilise Indianic infrastructure and resources appropriately and when approved to do so.
- Abide by applicable laws, regulations and company/site policies.
- Maintain confidentiality with regards to Indianic information (do not disclose information unless approved to do so by management) and the privacy of individuals; and
- Shall NOT provide false or misleading information.

The following are values and principles which all Indianic personnel should aspire to:

1. Accountability for your performance and results.
2. Honesty about your performance and your opinions where required.
3. Tolerance to different views and values.
4. Open communication and consultation within the workplace.
5. Professional standards and quality leadership.
6. Accurate, timely and complete advice to management.
7. A safe, rewarding and harmonious workplace free from:
 - Discrimination: where individuals are employed based on skills, merit and suitability to the tasks at hand.
 - Violence, aggression, bullying and sexual harassment: all identified incidents and reports of such behaviour will be taken extremely seriously and investigated as per any other workplace hazard in accordance with the *Work Health and Safety Act*. Refer to Indianic's *Unacceptable Behaviour Policy (IND-T1-009)* for further clarification on what constitutes inappropriate behaviour.

8. Avoid Conflicts of interest. Working for another organisation or conducting a business is not permitted without permission from the Operations Director. Workers must avoid personal, financial or other interests which may conflict with their responsibilities to Indianic. Such conflicts must be disclosed to the Operations Director immediately.
9. Maintain confidentiality. Employees must not use or disclose any information obtained throughout their employment with Indianic, other than required to complete their duties/responsibilities (i.e. information shall not be used to gain financial reward or other benefit or to take advantage of Indianic or an individual).
10. Respect for Company Assets/ Property. All Indianic property, funds, facilities and services shall be utilised for approved purposes only. Indianic property and equipment shall not be removed from Indianic premises without permission. Any intellectual property created by an Indianic worker shall remain the property of Indianic.

Compliance

Employees must be aware of and comply with Indianic policies, procedures, instructions (if reasonable and legal) and relevant legislation. Indianic view any non-compliance with this policy (and any other company policy) as a serious breach.

Workers must comply with the Code of Conduct and immediately report any breaches (known or suspected) to their manager/ supervisor.

Workers who report breaches in good faith according to the procedure below shall not be disadvantaged and all reports shall remain confidential.

An alleged breach should be in writing to the worker's immediate supervisor (or senior manager if supervisor may be implicated) and contain but not be limited to the following details:

- Date and time of breach.
- Nature of alleged breach
- Supporting material.

The allegation shall be promptly investigated, and the employee informed of the outcome.

Workers are encouraged to discuss matters and seek advice on how to proceed from supervisors and the Operations Director.

Any worker found to be in breach of this policy may be removed from their position (employment terminated) and escorted off site. The worker will not be paid for the lost time and associated transportation cost to safely remove them from site. If worker is away from home on site and employment is terminated due to a breach of policy the worker may be liable for all travel expenses required to return them to their home. Further disciplinary action may be taken including but not limited to legal recourse.

Media Releases

All media releases shall be conducted by the Operations Director or as delegated.

The policy shall be reviewed annually with amendments made accordingly to ensure its relevance and effectiveness.



Nigel Rees
Director



James Watson
General Manager