

POLICY:

Code of Ethics

Code of ethics applies to all workers (as defined in the *Work Health and Safety Act*) of Indianic. The policy is to ensure all Indianic workers understand what is considered 'ethical' behavior and be able to differentiate between 'right' and 'wrong' when carrying out their duties. Ethical operational practice requires judgement, interpretation, and balanced decision-making in context.

Indianic's Code of Ethics defines the values and principles that shape the decisions we make. Indianic and all Indianic workers will abide by the following key values, principles and responsibilities:

1. Demonstrate integrity:
 - Act on the basis of well-informed conscience
 - Be honest and trustworthy
 - Respect the dignity of all persons
 - Not discriminate, harass, sexually harass, bully or take adverse action against any worker, client or other persons associated with Indianic.
 - Place the integrity of their profession and the interests of clients above their own interests.
 - Avoid personal, financial or other interests which may conflict with their responsibilities to Indianic. Such conflicts must be disclosed to the Operations Director immediately.
 - Not work for another organisation or conduct a business without permission from the Indianic Operations Director.
2. Take Accountability:
 - For their actions and decisions when carrying out duties
 - Report, explain and be answerable for their errors, incidents or poor decision making.
3. Practice Competently:
 - Maintain and develop knowledge, skills and professionalism.
 - Represent areas of competence objectively. Never misrepresent their qualifications, training or experience.
 - Act on the basis of adequate knowledge.
4. Exercise Leadership:
 - Uphold the reputation and trustworthiness of Indianic
 - Support and encourage diversity.
 - Make reasonable efforts to communicate honestly and effectively to all stakeholders. Provide clear and timely communications.
5. Promote sustainability:
 - Engage responsibility with Clients and other stakeholders. Promote involve all stakeholders in decisions and processes that may impact upon them and the environment.
 - Practice their profession to foster the health, safety and wellbeing of the community and environment. Consider economic, environmental and social consequences.
 - Balance the needs of the present with the needs of future generations. Consider economic, environmental and social consequences.
6. Promote Safety:
 - Take responsibility for the health and safety of themselves and other workers.
 - Not compromise personal health and safety in the mistaken belief that other requirements are more important.
 - Consider health and safety as an integral part of their work.
7. Maintain confidentiality.
 - Do not use or disclose any information obtained through their employment with Indianic, other than required to complete their duties/responsibilities.
 - Information shall not be used to gain financial reward or other benefit or to take advantage of Indianic or an individual.

8. Commit to Quality

- Provide products and services which consistently meet or exceed client expectations.

Indianic Management should employ good ethical practices to set a good example for workers.

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