

Code of Conduct Policy

At Indianic, we are committed to fostering a professional, respectful, and ethical work environment. Indianic operates with transparency, integrity, and honesty at all times. The purpose of this policy is to clarify the standards of behavior expected of all workers (as defined in the Work Health and Safety Act 2020) employed or contracted by Indianic in the performance of their duties.

The objective of the policy is to provide a clear framework regarding Indianic workers' conduct in business, liaising with clients, colleagues, and stakeholders. All personnel are responsible for ensuring that their behavior reflects the standards set in the Code of Conduct and contributes to building a positive workplace culture.

This Policy applies to all “workers” of Indianic, during work hours on all Indianic property (including buildings, workshops, vehicles and vessels), Project sites and Company related functions.

A “worker” is any person who carries out work for Indianic, including:

- an employee
- a contractor
- a subcontractor
- a self-employed person
- an outworker who works away from their employer's premises
- an apprentice or trainee
- a work experience student
- an employee of a labour-hire company placed with the host employer
- a volunteer.

Employee Responsibility

.All Indianic “workers” are required to:

- Perform all duties professionally, diligently, impartially and conscientiously to the best of their ability.
- Utilise their initiative and provide all necessary and appropriate assistance.
- Take directions 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.

Values and Principles:

All Indianic workers should aspire to:

1. Demonstrate Integrity. Be honest and trustworthy, respect the dignity of all persons.
2. Accountability for your actions and decisions when carrying out duties.
3. Honesty about your performance and your opinions were required.
4. Tolerance to different views and values.
5. Open communication and consultation within the workplace.
6. Professional standards and quality leadership.
7. Accurate, timely and complete advice to management.
8. A safe, rewarding and harmonious workplace free from **discrimination**, violence, aggression, **bullying** and **sexual harassment**.

Workplace Conduct

1. **Conflicts of Interest**

Employees must avoid any personal, financial, or other interests that may conflict with their responsibilities to Indianic. Working for another organization or conducting a separate business is not permitted without prior approval from the Managing Director. Any potential conflicts of interest must be disclosed to the Managing Director immediately.

2. **Confidentiality**

Employees must maintain confidentiality regarding all information obtained during their employment. Such information must not be used for personal gain, financial reward, or any other advantage to the detriment of Indianic or any individual. Information should only be disclosed when required to fulfill job duties and with management approval.

3. **Security of Information**

During employment with Indianic you may be exposed to sensitive and classified information. Indianic maintain strict agreements with clients. Disclosure of this information may be considered a breach of these agreements and may result in disciplinary actions such as criminal prosecution.

4. **Respect for Company Assets and Property**

All Indianic property, funds, facilities, and services must be used solely for authorized purposes. Employees are not permitted to remove company property or equipment from the premises without permission. Any intellectual property created by an Indianic worker remains the property of Indianic. Employees must utilize Indianic infrastructure and resources appropriately and only when approved to do so.

5. **Professional Relationships**

Employees must maintain professional and respectful relationships with clients, customers, colleagues, and members of the public. Upholding integrity and professionalism in all interactions is essential to maintaining Indianic's reputation and values.

6. **Accountability and Reporting**

Employees must discuss with their manager/supervisor any concerns regarding the workplace, another worker, and/or any issues that may affect their work performance. Employees must promote the interests of Indianic and conduct work in a manner that enhances Indianic's reputation.

7. **Media Releases**

All media releases shall be approved by the Managing Director or as delegated. Media Releases also include unauthorised personal social media posts/images.

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 a 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 Managing Director or as delegated.

APPROVED:

This Policy will be reviewed every 12 months to ensure its appropriateness, accuracy and value.



Nigel Rees, Managing Director