

# Code of Conduct Policy

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## INTRODUCTION

The Code of Conduct ('Code') relates to all entities with the TDG Environmental (TDG) and, where relevant, operates in conjunction with other policies relating to minimum standards of behaviour and conduct or the Contract of Employment.

The aim of the code of conduct is to ensure employees understand the standard of behaviour and conduct expected by setting out the general principles, rather than a set of rules, which anticipate situations that may pose an ethical or moral issue. It is intended to be used in conjunction with all other TDG policies, procedures and in combination with your own good judgement to ensure that all your actions are based on honesty and integrity. If a standard of behaviour is not outlined in the TDG policy, procedure or if you are in doubt, please seek advice prior to taking any action, which may compromise the standards set out in this policy.

## SCOPE

The Code of Conduct applies to all employees of entities within TDG.

## PRINCIPLES

TDG recognises the importance of a work environment which actively promotes best practice. The purpose of this Code 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.

TDG expects all Employees to observe the standards set out in this Code. Compliance with this Code is expected, and non-compliance may result in disciplinary action including the termination of employment or contract for services.

## POLICY

### 1. Code of Conduct Requirements

All employees are expected to observe the highest standards of ethics, integrity, and behaviour during the course of their employment or engagement with TDG. This Code provides an overview of TDG's fundamental business values. It is by no means exhaustive, but summarises some of TDG's most important policies, which are based on standards that underlie business ethics and professional integrity, standards that apply to all employees.

As representatives of TDG, all employees are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour both inside the workplace and outside the workplace where the workplace participant can be perceived as representing TDG:

- Comply with all laws, policies, procedures, rules, regulations, and contracts.
- Comply with all lawful and reasonable directions from TDG.
- Be honest and fair in dealings with customers, clients, suppliers, co-workers, management, and the general public.
- Display the appropriate image of professionalism at the workplace. Wear the required uniform, safety equipment or work clothes, and if a workplace participant wears their own clothes, ensure their appearance is neat and tidy.
- Treat customers, clients, suppliers, co-workers, company management and the general public in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimisation, or harassment based on a person's race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated. Promptly report any violations of law, ethical principles, policies, and this Code.
- Maintain punctuality. If a workplace participant is late or cannot report for work, please telephone, and let the supervisor know as soon as possible.
- Do not use work time for private gain. If an employee is required to leave the work premises for personal reasons, they should advise their Manager well in advance.
- Maintain and develop the knowledge and skills necessary to carry out duties and responsibilities.
- Observe health and safety policies and obligations and co-operate with all procedures and initiatives taken by TDG in the interests of workplace health and safety.

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- Observe policies, procedures, SOPs, and Work instructions.
- Be truthful in all dealings with persons encountered at the workplace. Employees must not make false or misleading declarations during the performance of their duties or when providing services on behalf of TDG. A declaration can be considered to be misleading if information is omitted or presented in a manner that enables a misleading view of the situation to be formed.
- Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or biased performance.
- Employees must not abuse the advantages of their position for private purposes or solicit or accept any gift or benefit in connection with their employment or engagement which might compromise or be seen to compromise their integrity or TDG's reputation.
- Respect TDG's ownership of all of its property including but not limited to equipment, supplies and confidential information.
- Maintain during employment with TDG and after the termination of employment, the confidentiality of any confidential information, records or other materials acquired during the employment with TDG.
- While employed at TDG, not accept any employment with another organisation that is a supplier or competitor of TDG or any other employment that is in conflict with your position at TDG.
- Not make any unauthorised statements to the media about TDG's business
- Do not fight in the workplace.
- Do not use inappropriate language in the workplace.
- Never report for work in circumstances where there is a risk that you could be affected by or 'under the influence' of illicit drugs or alcohol. If a workplace participant is taking prescription medication, they must inform their manager at the commencement of their working day. Employees may be required to produce medical evidence to prove their medication does not affect their capacity to perform their duties in a safe manner without harm to themselves or others.
- Participate in regular random drug and alcohol testing to ensure 'fit for work' and compliance with the business's commitment of a safe environment for all employees.

## 2. Code of Conduct Breaches

A breach of this Code may lead to disciplinary action including, but not limited to, termination of employment or services.