

AWPL

CODE OF CONDUCT HANDOUT (AUS)

What is a code of conduct?

A Code of Conduct sets the standards required by the employee. It provides information to the employee to assist in understanding what is expected of them whilst employed by AWPL.

What is expected of AWPL employees?

- Uphold the highest standards of integrity;
- Act lawfully and in accordance with the respective statutes of the State jurisdiction in which they may be called upon to operate as well as the statutes of the Commonwealth of Australia;
- Abide with all company policies and procedures
- Conduct themselves in their interactions with others in a manner that is at all times respectful of the individual their values and beliefs
- Not to act in any manner that is deceptive or misleading;
- Maintain and respect confidentiality unless legally compelled to do otherwise; and
- At all times act in a manner that will reflect favourably on themselves and the reputation of AWPL.

How Does the Code Relate to Your Employment at AWPL?

The code of conduct relates to all employees. All employees are responsible for ensuring they have a full understanding of the standards and behaviour outlined in this code. If you are unsure of any items included in the code seek clarification with the Human Resources department. If any items of the code are breached, then AWPL has the right to initiate disciplinary action up to and including termination.

AWPL's Code of Conduct

Any operation, regardless whether it is a business (large or small), school, university or even a household requires standard rules.

Listed below is the Code of Conduct relating to company policies that outlines behaviour expectations from employees to ensure standards of conduct and work performance are met.

It is extremely important that all staff understand the standards of conduct and the consequences if they are not met.

Breaches of the Code of Conduct fall into two categories:

- Category One: Serious Misconduct (summary dismissal offences)
- Category Two: Warning Offences

To ensure fairness, the rules and procedures for formal disciplinary action will be applied consistently to all employees.

Category One

This covers actions and types of misconduct where no warning can be given. If an employee fails to observe these rules covering serious misconduct, summary dismissal can be expected.

The following actions amount to serious misconduct:

1. Unauthorised possession, removal or use of any property or material belonging to the employer or other employee (this includes product, cash, internal documents)
2. Criminal damage in connection with company property.
3. Possession or consumption of prohibited drugs on the employer's premises or during working hours.
4. Acts of dishonesty including falsification of time sheets, attendance records, medical certificates, employment records and any other document or record; any action which could result in payment to which the employee is not entitled.
5. Taking an unauthorised break during recognised hours of work, which results in payment to which the employee is not entitled.
6. Processing personal transactions on the POS (ie selling to yourself), or using your own discount codes to process transactions for yourself. This includes entering yourself as a 'customer' on the POS.
7. Providing unauthorised personnel codes/passwords to AWPL property (including EPAY details) without management authorization.
8. Consumption or use of products prior to payment. This includes the authorisation of the consumption or use of products prior to payment.
9. Use of abusive or threatening language to; or intimidating behaviour, with apparent malicious intent, to any employee or customer on the employer's premises during working hours.
10. Refusal to perform normal duties or refusal to obey reasonable and lawful instructions.
11. Wilful and/or reckless conduct causing injury or resulting in the loss or damage to the employer's property, reputation, or financial position, or that which adversely affects safety or quality.
12. Failure to observe safety practices as outlined in the employer's policy or statutory regulation.
13. Failure to follow appropriate company cash handling procedures relating to cash handling and the use of cash registers.
14. Committing a felony or misdemeanour (such as theft, fraud or embezzlement).
15. Deliberate or negligent damage to AWPL's reputation or property.
16. Issuing unauthorised staff discounts and non-adherence to staff discount policy.
17. Non-adherence to AWPL email and internet usage policy, including inappropriate social media posts that have implications for the company or work colleagues.
18. Any form of dishonest or criminal behaviour which is in violation of relevant statutory regulations and which places AWPL at risk on non-compliance with statutory regulations.
19. Non-compliance with the terms and conditions of the Australian Airport Security Identification Card (ASIC) or an acknowledged local version of this.

Note: The above is not an exhaustive list of all acts of serious misconduct which might warrant summary dismissal. It is an indication only and there may be other acts of misconduct, which are so serious as to warrant summary dismissal. Each employee should be aware that the employer reserves the right to notify the Police where an employee commits an act of dishonesty or is involved with illegal drugs.

Category Two

Misconduct is action that breaches the rules on less serious types of behaviour. A breach of the rules covering this type of offence will result in a warning being provided to the employee concerned. Repeated breaches of the rules on misconduct (or persistent poor performance) will constitute grounds for dismissal.

The following are actions of misconduct whereby a warning will be issued.

1. Continual absenteeism, lateness or poor time keeping.
2. Repeated failure to achieve acceptable standards of work performance in respect to quality, and quantity or timeliness.
3. Failure to observe safety rules/procedures or working or acting in an unsafe manner; failure to report an accident.
4. Waste of time and material, lack of application to an assigned task, interfering with or preventing another employee from carrying out his/her work functions.
5. Reporting to work in a condition of intoxication whereby a Manager has reasonable grounds to believe that the employee is unable to perform his/her duties properly, or with due care for his/her own safety, or that of other employees.
6. Use of abusive or threatening language, or intimidating behaviour towards another employee or contractor on company premises.
7. Misuse, abuse or unauthorised use of company equipment, property or systems (internet, email, PC) belonging to the employer.
8. Failure to wear appropriate protective clothing or failure to use appropriate safety equipment.
9. Sleeping on company premises during recognised hours of work.
10. Leaving the store unattended during recognised hours of work
11. Not adhering to AWPL's dress code policy.
12. Failure to treat fellow employees, contractors, visitors and customers in a co-operative, fair, dignified, professional and open manner, consistent with the principles of fair treatment and non-discrimination.
13. Repeated incidents of rude, inconsiderate and/or cruel behavior towards a fellow employee, contractor, visitor and/or customer.
14. Failure to report "negative behaviours" or the witnessing of "negative behaviours" such as bullying, harassment, victimisation and discrimination.

Note: The above is not a complete list of all acts of serious misconduct that may warrant disciplinary action of the employee concerned. It is an indication only and there may be other acts of misconduct, which warrant disciplinary action to be taken.

Reportable conduct

As an employee of AWPL you are obliged to report known, suspected, or potential cases of reportable conduct and any basis for your suspicion to AWPL. Failure to raise issues could result in disciplinary action.

Depending on the nature of the reportable conduct, a disclosing employee can utilise standard communication channels for reporting methods as detailed in AWPL's Whistleblower Program Policy and the HR & Payroll Enquiries Document.

Acknowledgement of Policy 11 – Code of Conduct Policy (AUS)

I acknowledge that I have read and understood *AWPL's Policy 11 – Code of Conduct Policy (AUS)*. I also understand that I have an obligation to report any dishonest behaviour or suspected dishonest behaviour to my Manager or Human Resources.

Name: _____

Sign: _____

Date: _____

Managers Signature: _____

Date: _____