

## **Code of Conduct Policy**

This policy outlines the general standards of conduct and behaviour expected of all employees by the Company. Failure to fully comply with all standards as outlined is viewed as serious misconduct which will result in disciplinary proceedings and may result in the termination of your employment without notice.

### **YOUR RESPONSIBILITIES**

You are expected to properly perform your duties and treat all colleagues and clients with honesty, respect and courtesy.

More specifically, the Company has the following specific requirements:

**i) Attendance**

You must arrive at work on time and be ready to start work at your nominated start time and work up until your nominated finished time. In the event that you require time off work, or are unable to attend work on a particular occasion, you are expected to fully comply with the Leave and Absence Policy.

**ii) Professional Conduct**

You must exercise all proper skill and care in the performance of your duties together with maintaining adequate levels of professional standards in the quality of your work.

**iii) Flexibility**

You are expected to be flexible to a reasonable extent in relation to your hours of work, and the nature of your duties performed, in order to meet the needs of the Company.

**iv) Confidentiality**

You are expected to keep confidential, both during your employment and after its termination, any and all information whatsoever relating to the Company, any related entity, and any of its customers and clients other than that which is already in the public domain.

**v) Conflict of Interest**

You may not be involved, employed or engaged in any activity which may or is likely to create a conflict of interest. In addition to this general obligation, you are expected to seek the Company's express permission, which shall not be unreasonably refused, before undertaking any additional employment.

**vi) Health and Safety**

You are expected to fully comply with any health and safety laws applicable to the type and location of your work. You should familiarise yourself with the specific health and safety rules and requirements of the workplace, or that of a client or customer from whose premises you may be working. In complying with all health and safety responsibilities you are required to wear any PPE equipment as required or directed.

**vii) Personal and Property Searches**

The Company may from time to time in response to a legitimate concern or allegation received, request to search your person, belongings, baggage, locker or vehicle in the presence of a witness. Failure to consent to this request will be viewed as misconduct in and of itself and may result in the Company contacting the relevant authorities to conduct the search on its behalf.

**viii) Company Property**

Company property shall not be used for personal use without the express prior permission of management. You are expected to use appropriate levels of skill and care when using company property and equipment. Any damage to, or loss of Company property which is caused by your carelessness or negligence is viewed as serious misconduct and will result in disciplinary proceedings and may result in the termination of your employment without notice.

## SERIOUS MISCONDUCT

The following list of behaviours is considered to be serious misconduct by the Company which will result in disciplinary proceedings and is likely to result in the termination of your employment without notice. This list is not exhaustive, but shall include:

- wilful or deliberate behaviour which is inconsistent with the continuation of the contract of employment;
- conduct which causes a serious and imminent risk to a person's health and safety;
- conduct which causes a serious and imminent risk to the reputation, viability or profitability of the Company;
- theft;
- fraud;
- assault;
- acts of violence or aggression;
- being intoxicated at work or while undertaking your duties;
- being in the possession, or under the effects, of illegal drugs or substances;
- failure to carry out a lawful direction of the Company;
- serious dishonesty;
- falsification of Company documentation;
- unauthorised absence from the workplace;
- sleeping during working hours;
- bullying, harassment, victimisation or discrimination;
- wilful or negligent damage to property;
- serious insubordination;
- serious or gross negligence;
- bringing the Company into disrepute; and
- breaches of confidentiality including the unauthorised accessing or copying of information.

Signed on the 16<sup>th</sup> March 2016 for and on behalf of Global Rail Australia Pty.



Ivan Holloway  
Managing Director