

Code of Conduct Policy

Effective Date: 12 December 2019

Purpose

E&E Waste Pty Ltd (E&E Waste) 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 workplace participants in their dealings with customers, suppliers, clients, co-workers, management and the general public.

E&E Waste expects all workplace participants 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.

Scope

The Code applies to all employees, contractors (including subcontractors) of E&E Waste.

Principals

The Code of Conduct outlines the required standard of acceptable conduct and behaviour that is expected of all managers, employees, volunteers and contractors in the performance of their duties and interactions in the workplace. This required standard of acceptable conduct and behaviour supports E&E Waste's ability to maintain public trust and confidence in the integrity and professionalism of the services provided to the community, and our ethos as a leading waste management services provider.

The Code of Conduct and the behaviours outlined within it are fundamental to E&E Waste building healthy and positive relationships with its clients. The Code of Conduct also governs the way in which employees, volunteers and contractors are to relate to other staff, professionals, clients, visitors and stakeholders.

However, the Code of Conduct is not intended to provide a detailed and exhaustive list of what to do in every aspect of work. Instead, it represents a broad framework that will help guide conduct and behaviour in the performance of duties and interactions in the workplace.

Responsibilities

All personnel at E&E Waste must:

- be aware of and comply with E&E Waste's code of conduct policy
- report behaviour that may be contrary to the Code of Conduct and required standards of behaviour
- role model the required behaviours and standards identified in the Code of Conduct
- model our organisational values of honesty, integrity, respect, and accountability
- comply with mandatory reporting requirements, including but not limited to, mandatory reports of reportable incidents or other regulatory requirements.

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Management at E&E Waste must:

- be aware of and comply with the Code of Conduct
- role model the required behaviours and standards identified in the Code of Conduct including through the day-to-day management of staff
- model our organisational values of honesty, integrity, respect, and accountability
- ensure all employees, volunteers and contractors are aware of the conduct and behaviours expected of them as described in the Code of Conduct
- ensure all employees, volunteers and contractors have access to copies of the Code of Conduct and other relevant documents and policies
- take appropriate steps to resolve conflict that arises in the workplace to ensure a healthy and harmonious work environment
- take appropriate action to address breaches of the Code of Conduct by employees, volunteers or contractors
- comply with mandatory reporting requirements, including but not limited to, mandatory reports of reportable incidents or other regulatory requirements.

Policy Application

Personal and Professional Behaviour

All managers, employees, volunteers and contractors are expected to maintain a standard of professional behaviour that maintains and promotes confidence and trust in the E&E Waste brand.

As managers, employees, volunteers and contractors engaged by E&E Waste, our personal and professional conduct must strive to create a harmonious, safe and productive workplace which models our organisational values of honesty, integrity, respect, and accountability. As Directors, employees, volunteers and contractors of E&E Waste it is incumbent upon us to:

- Uphold the highest standards of honesty and integrity in the conduct of duties
- Respect the dignity of the public, our clients, volunteers and other employees by treating them with courtesy, honesty and sensitivity to their rights
- Treat others in the workplace fairly and with respect
- Exercise our best judgment in the interests of E&E Waste and our clients
- Make decisions ethically, fairly and without bias using the best factual information available
- Comply with any legislative, industrial or administrative requirements, and all lawful and reasonable directions given by persons in authority
- Comply with all E&E Waste policies and procedures relevant to the person's position; and
- Act responsibly in the event of becoming aware of any unethical behaviour or wrongdoing by any other employee or volunteer and report such conduct or activities to the appropriate level of management.

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Use of Information

All managers, employees, volunteers and contractors must:

- Protect confidential information
- Only access confidential information when it is required for work purposes
- Not use confidential information for any unofficial or non-work purposes
- Only release confidential information if authorised to do so

Managers, employees, volunteers and contractors are only permitted to release confidential information in accordance with established policies and procedures. As a guideline, staff shall not give information unless:

- Required to do so by law
- Appropriate authority has been granted to release the information; and
- The information is officially available to the public and is released in accordance with E&E Waste procedures.

Conflicts of Interest

Under no circumstances are employees, volunteers or contractors permitted to:

- use their position with the company to their personal advantage
- engage in activities that will bring direct or indirect profit to a competitor
- use connections obtained through the company for their own private purposes
- use company equipment or means to support an external business; and
- act in ways that may compromise the company's legality (e.g. taking bribes or bribing representatives of legal authorities).

The possibility that a conflict of interest may occur can be addressed and resolved before any actual damage is done. Therefore, when an employee understands or suspects that a conflict of interest exists, they should bring this matter to the attention of management so corrective actions may be taken. Supervisors must also keep an eye on potential conflict of interests of their subordinates.

The responsibility of resolving a conflict of interest starts from the immediate supervisor and may reach senior management at E&E Waste. All conflicts of interest shall be resolved in a fair and reasonable manner. Senior management at E&E Waste has the responsibility of the final decision when a solution cannot be found.

In general, employees are advised to refrain from letting personal and/or financial interests and external activities come into opposition with the company's fundamental interests.

In cases when a conflict of interest is deliberately concealed or when a solution cannot be found, disciplinary action may be invoked up to and including termination.

Use of E&E Waste's Resources

E&E Waste's equipment, funds, facilities and other resources are to be used:

- in accordance with Australian and International Law
- with care and respect

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- effectively and economically; and
- for the benefit of the company and its stakeholders.

Minimal use of telephones, computers, faxes or similar equipment for private purposes is acceptable in accordance with established policy. Occasional, limited use of photocopiers may be permitted with the prior consent of management.

Public Comment

All managers, employees, volunteers and contractors must ensure that public comments (either verbal or written) made in a private capacity are not attributed as official comment of E&E Waste. In this regard, managers, employees, volunteers and contractors are not permitted to use official stationery for private correspondence or for purposes not related to official duties. This prohibition extends to the provision of references for current and/or former staff members.

Managers, employees, volunteers and contractors should only publish information which is considered ethical and lawful.

Furthermore, managers, employees, volunteers and contractors must refrain from using social media that could reflect negatively on E&E Waste reputation.

Secondary Employment

E&E Waste employees (excluding senior management) are permitted to engage in outside employment, provided that this employment does not have a detrimental impact on the employee's ability to meet the requirements of their role, adversely affect the employee's work performance or give rise to a conflict or potential conflict of interest.

Before engaging in work that could potentially raise a conflict of interest, employees must seek written permission from a senior manager. Approval will not be granted where the secondary employment involves or could involve a conflict of interest with E&E Waste related duties or could reasonably be perceived by a member of the public to give rise to a conflict of interest.

Senior managers are not permitted to engage in any secondary employment and must seek written approval from the General Manager.

Responsibilities after Leaving E&E Waste

Managers, employees, volunteers and contractors must not disclose any official information after leaving E&E Waste that was non-disclosable during their engagement.

Former managers, employees, volunteers and contractors must not use or take advantage of, personal, confidential or official information that they have obtained during the course of their employment.

Furthermore, all managers, employees, volunteers and contractors must be careful in their dealings with former employees and ensure they do not give them favourable treatment or access to personal, confidential or official E&E Waste information.

Furthermore, employees, volunteers and contractors must not use their position to advance their prospects for future employment or allow their work to be influenced by plans for, or offers of, external employment which would conflict or compromise in any way the best interests of E&E Waste.

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Failure to Comply with the Code of Conduct

Where it is established that a manager, employee, volunteer or contractor has breached the Code of Conduct, they may be subject to disciplinary action, up to and including termination of employment or contract.



Jaime McGuire

Operations Manager

12 December 2019