

Code of Conduct Policy

Alliance Cleaning Pty Ltd recognises the importance of a work environment which actively promotes best practice.

The Code of Conduct describes the standards of behaviour and conduct expected from workplace participants in their dealings with customers, suppliers, clients, co-workers, management, the general public and when on customer or public premises.

Alliance Cleaning Pty Ltd expects all workplace employees/subcontractors to observe the standards set out in this Code of Conduct.

Compliance with this Code is expected and non-compliance may result in disciplinary action.

1. OBJECTIVES

Alliance Cleaning Pty Ltd objective is to ensure a minimum standard of safety culture and conduct within the working environment of *Alliance Cleaning Pty Ltd* which in itself will eliminate negative behaviours such as bullying and all forms of harassment.

2. LEGAL AND REGULATORY

Safe Work Australia – guidance

- <https://www.safeworkaustralia.gov.au/category/health-and-wellbeing> - Health and wellbeing

3. RESPONSIBILITIES / AUTHORITIES

Alliance Cleaning Pty Ltd Executive Director shall set this code of conduct, support and provide the resources to enable workplace wellbeing.

This Code of Conduct applies to employees and subcontractors (including temporary contractors) of *Alliance Cleaning Pty Ltd* collectively referred to in this policy as 'workplace participants'.

The Code of Conduct does not form part of any contract between an employee and *Alliance Cleaning Pty Ltd* nor does it form part of any other workplace participant's contract for service.

4. CODE OF CONDUCT

4.1 All employees of *Alliance Cleaning Pty Ltd* are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment with *Alliance Cleaning Pty Ltd* and on client or public premises.

4.2 This Code provides the fundamental business values as they apply to employees and subcontractors. It summarises the most important policies based on standards that underlie our business ethics and professional integrity, standards that apply to all workplace participants.

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4.3 As representatives of *Alliance Cleaning Pty Ltd*, all workplace participants 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 *Alliance Cleaning Pty Ltd*:

4.3.1 Laws and regulations

- Comply with all laws, policies, procedures, rules, regulations and contracts.
- Comply with all lawful and reasonable directions from [Insert company name].
- Promptly report any violations of law, ethical principles, policies and this Code.

4.3.2 Honesty and integrity

- Be honest and fair in dealings with customers, clients, suppliers, co-workers, management and the general public.
- Be truthful in all dealings with persons encountered at the workplace.
- Display the appropriate image of professionalism at your 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, creed, religion, national origin, citizenship, age, sex, sexual orientation, marital status, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.
- Respect *Alliance Cleaning Pty Ltd* ownership of all of its equipment, supplies, records and property.
- 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.
- Maintain during employment with *Alliance Cleaning Pty Ltd* and after the termination of employment, the confidentiality of any confidential information, records or other materials acquired during the employment with *Alliance Cleaning Pty Ltd*.

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- While employed at *Alliance Cleaning Pty Ltd*, not accept any employment with another organisation that is a supplier or competitor of *Alliance Cleaning Pty Ltd*, or any other employment that is in conflict with your position at *Alliance Cleaning Pty Ltd*.

4.3.3 Worker / subcontractor behaviour

- Maintain punctuality. If a workplace participant is late or cannot report for work, telephone and let the supervisor know as soon as possible.
- Do not use work time for your own private gain. If a workplace participant is required to leave the work premises for personal reasons they should advise their Manager well in advance.
- Observe health and safety policies and obligations and co-operate with all procedures and initiatives taken by *Alliance Cleaning Pty Ltd* in the interests of both your safety and that of the public.
- Do not act with improper or ulterior purpose or on irrelevant grounds.
- Never demand or request any gift or benefit in connection with employment or engagement.
- Do not make any unauthorised statements to the media about *Alliance Cleaning Pty Ltd* business (requests for media statements should be referred to the line manager).
- Do not fight in the workplace.
- Do not swear in the workplace.
- Do not smoke during working hours unless during prescribed breaks and within designated areas as prescribed by the worksite/location owners.

4.3.4 Training, awareness and development

- Maintain and develop the knowledge and skills necessary to carry out your duties and responsibilities. Training and awareness is provided.
- Never report for work under the influence of illicit drugs or alcohol. If a workplace participant is taking prescription medication, they must inform their manager. Workplace participants may be required to produce medical evidence to prove their medication does not affect their capacity to work and to work safely.

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5. ISSUES FOR MANAGERS / SUPERVISORS

Managers and supervisors should also:

- 5.1 Promote a positive and supporting team spirit.
- 5.2 Maintain confidentiality when conducting investigations into grievances and disputes.
- 5.3 Avoid bias in decision making.
- 5.4 Ensure compliance with procedures when carrying out supervision or counselling.
- 5.5 Exercise objectivity when administering rewards or counselling.
- 5.6 Do not condone, permit, or fail to report any breaches of the above code by workplace participants under their supervision

Approved By: IBRAHIM AL-SADOON

Dated: 15th Spetember 2020