

All employees of Stair Lock are expected to observe the highest possible standards of behaviour, ethics and integrity as a condition of their employment.

The standards expected of employees include, but are not limited to:

- strict observation of workplace health and safety rules, responsibilities and practices at all times
- compliance with all organisational policies, procedures, rules, and contractual obligations
- compliance with all relevant industry legislative requirements in the performance of all duties
- adherence to appropriate professional Codes of Practice and/or ethics (such as building codes)
- compliance with all reasonable and lawful instructions of managers/supervisors.
- adherence to the confidentiality of any information, records or other sensitive material acquired during the course of employment and/or after the cessation of employment with Stair Lock
- honesty, respect, fairness and a courteous manner in all dealings with customers, clients, co-workers, suppliers, management and the general public.
- the proper intended use of, and respect for, Stair Lock equipment, information, electronic systems, supplies and property (including intellectual property)
- not to make any unauthorised public statements, including to the media, about Stair Lock business (requests for media statements must be referred to the Managing Director or other authorised person)
- not to compete with or against the interests of Stair Lock, either directly or indirectly.
- no assault against another person, including fighting in the workplace
- no offensive language and/or behaviour in the workplace, including the use of electronic systems
- no unlawful discrimination, harassment or bullying in the workplace
- not to possess, distribute, sell, consume or be under the influence of drugs or alcohol whilst in the workplace.

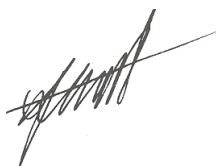
A breach of this Code of Conduct Policy by any employee results in disciplinary action being taken including termination of employment.

Procedure

An employee who suspects or becomes aware that this Code of Conduct Policy may be being breached must report the matter to their manager/supervisor immediately, including any information or evidence that they have.

Where an employee is unsure of their own conduct in relation to the operation of this Code of Conduct Policy, they must bring the matter to the attention of their manager/supervisor for discussion and clarification of the policy and its application to their particular circumstances, as soon as they become aware of a breach, or potential breach.

Employees who are in breach of this Code of Conduct Policy, or suspected of being in breach of this policy, are dealt with in accordance with the normal disciplinary process that applies at Stair Lock. In severe or repeated instances, or where a fundamental breach of the employment contract occurs, termination of the employment contract may occur.



Approved by:

Edward Lloyd

Managing Director

Date: 1 August 2023