

## **SKS Technologies Code of Conduct Policy**

### **Purpose**

The purpose of this policy is to give clear guidance on what our core values are and what is expected of any employee or contractor of **SKS**.

### **Scope**

This policy applies to all employees and contractors who work at any site or any place of work operated by **SKS**.

### **Aim**

**SKS** aims to:

- Promote our core values to all employees and contractors.
- Encourage all employees and contractors to abide by our core values.
- Promptly investigate and take decisive action against any person who breaches this policy.

### **Core Values**

Our core values represent who we are and what we consider integral to our operation:

- Honesty
- Integrity
- Punctuality
- Respect
- Accountability

### **Honesty**

Honesty is an attribute of trustworthiness, fundamental in any person, and is expected of all our employees and contractors. Honesty is the best policy!

### **Integrity**

Personal integrity is expected of all our employees and contractors. It embodies honesty and reflects your morals. Morals are about doing what is right regardless of your feelings or personal preferences.

### **Punctuality**

Punctuality shows discipline and respect for others. It shows professionalism for the individual and our company. Someone who shows a pattern of being late does not demonstrate self-motivation and could give our company a bad reputation.

### **Respect**

Having respect for others in the workplace and our customers is paramount. Respect includes treating others the same way you would like to be treated.

### **Accountability**

Taking ownership of making a mistake, or if in a supervisory/management position, taking ownership of an employee's mistake or conduct, shows great leadership and professionalism and is highly regarded. **SKS** expects all employees and contractors to lead by example and take accountability for their actions.

## Responsibilities

Both employers and employees have a role to play in enforcing acceptable conduct. All employees are required to:

- Review/read this policy and seek clarification from management where required.
- Abide by this policy while completing work-related duties and at any time while representing **SKS**.
- Support and contribute to **SKS's** aim of promoting its core values.

All employees have a responsibility to:

- Take reasonable care of their health and safety, including physical and mental health.
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.
- Always act with integrity.
- Respect others and always be accountable for their actions, behaviour and conduct.
- Conform to the company's dress code.
- Abide with all state and commonwealth laws.
- Not engage in behaviour that breaches this policy.
- Report to their supervisor/manager any behaviour that they believe breaches this policy.

All supervisors have a responsibility to:

- Take reasonable care of their health and safety, including physical and mental health.
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.
- Always act with integrity.
- Respect others and always be accountable for their actions, behaviour and conduct.
- Conform to the company's dress code.
- Abide with all state and commonwealth laws.
- Not engage in behaviour that breaches this policy.
- Take action where there is a breach of this policy.

Managers have a responsibility to:

- Take reasonable care of their health and safety, including physical and mental health.
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.
- Always act with integrity.
- Respect others and always be accountable for their actions, behaviour and conduct.
- Conform to the company's dress code.
- Abide with all state and commonwealth laws.

- Not to engage in behaviour that breaches this policy.
- Ensure that all workers are made aware of this policy.
- Manage the implementation and review of this policy.
- Take action where there is a breach of this policy.

### **Communication**

**SKS** will ensure that:

- All employees receive a copy of this policy during induction.
- This policy is easily accessible to all employees.
- Employees are empowered through consultation to actively contribute and provide feedback to this policy.
- Employees are notified of all changes to this policy.

*Failure to comply with this policy could lead to disciplinary action up to and including dismissal.*

### **Monitoring and review**

**SKS** will review this policy 12 months after implementation and every two (2) years thereafter.

Effectiveness of the policy will be assessed through:

- Consultation with employees, the Health and Safety Committee (if applicable), management and where applicable to stakeholders.
- Review of the policy by management and committee to determine if objectives have been met and to identify any incidences or occurrences which affect this policy through active monitoring.

Manager Sign:



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