



THE TEMP COMPANY
PEOPLE. PERFORMANCE. DELIVERED

CODE OF CONDUCT

Overview

As an employee, it is important that you know what personal conduct is expected of you during your employment with The Temp Company. In most instances, your own good judgment will tell you what the right thing to do is.

In addition to complying with job-specific requirements and performance standards, you are always also expected to comply with the rules and policies of The Temp Company. If your conduct or performance does not meet these requirements, you may be subject to disciplinary action, up to and including termination of your employment, with or without notice.

Expectations

The Temp Company expect you to:

- be present at work as required in accordance with your employment agreement
- maintain agreed standards of performance
- comply with health and safety policies and procedures
- comply with all lawful and reasonable instructions
- maintain high standards of integrity, conduct, and concern for the public interest
- demonstrate commitment to The Temp Company vision, values and goals
- be active in your self-development
- act in good faith in all dealings with your employer.

Your expectations of the Company

The Temp Company has an obligation to behave in a fair and reasonable manner towards employees by acting in good faith and otherwise in compliance with its legal commitments. To do this The Temp Company will develop and implement human resource policies.

These include:

- impartial and open selection and appointment procedures
- clear statements of duties and expectations
- regular and appropriate communication and feedback about work performance
- fair rates of remuneration for competence, responsibilities and performance
- a safe and healthy workplace and work processes
- good working conditions including freedom from bullying, harassment or discrimination
- appropriate training and equipment
- equal employment opportunities and opportunities for development.

Principles of the Code

The Code of Conduct is based on three principles of conduct which all employees are expected to observe:

FIRST PRINCIPLE:

Employees should always maintain proper standards of integrity, conduct, and professionalism.

The Temp Company and its stakeholders, and the job holder's professional colleagues have a right to expect that personal integrity, respect for people, impartiality, and respect for the law will be demonstrated at all times, together with technical expertise, personal effectiveness, and continuing professional development.

SECOND PRINCIPLE:

Employees should perform their duties honestly, faithfully and efficiently, respecting the rights of the company, vendors and clients.

You should carry out your duties in an efficient and competent manner in compliance with the policies and prescribed operating standards and procedures of the company.

You are expected to:

- comply with all reasonable instructions and work as directed by your manager
- be familiar with, and consistently apply, the Acts and Regulations that directly affect your work
- be familiar with, and consistently apply, the requirements of the The Temp Company Operations, as well as wider The Temp Company policies and procedures that affect your work, for example policies for managing human resources

- adhere to your delegations, not exploiting or abusing any power or authority accorded to you because of your role. Authority includes statutory, delegated and administrative authorities
- not give any false information or make any false declaration
- obtain permission from your manager before entering into any contract or agreement
- not create any liability for The Temp Company beyond your authorisation
- consistently follow workplace procedures for documenting decisions for action, and the reasons for taking those decisions
- show reasonable care for The Temp Company property, resources, and funds and neither use nor approve them to be used for anything other than authorised purposes
- contribute to a safe workplace by knowing and carrying out your responsibilities (as an employee or as a manager) under health and safety legislation
- contact your manager before your normal/rostered starting time, or in accordance with local instructions, if you are unable to work because of sickness, or an emergency
- maintain the standard of dress and general appearance required in your workplace.

THIRD PRINCIPLE:

Employees should not bring their employer into disrepute through their private activities.

Personal behaviour

You should avoid any activity (work-related or private) which could reflect badly on The Temp Company or jeopardise its relationships with Clients, Employees, or the General Public.

Whether any such activity constitutes misconduct will depend on the circumstances of the case and may vary according to the position you hold.

Minor offences against the law outside of your work may be of no concern to The Temp Company where they do not involve breaches of trust, or otherwise impair your ability to carry out your duties.

However, other cases may be of concern and may call into question fitness for continued employment.

You must inform your manager immediately:

- of any criminal charge laid against you in a criminal court and any convictions you receive
- of any prosecution for a traffic offence resulting or potentially resulting in the suspension or loss of licence (where you are required to use or ordinarily have use of a company vehicle or have a requirement to use your own vehicle for company business)
- if you apply for bankruptcy or become bankrupt.

Some situations leading to a court appearance may constitute serious misconduct and jeopardise your continued employment, even though you may be placed on diversion or discharged without conviction.

Examples of unacceptable conduct:

The following examples are not intended to constitute a complete and exhaustive list of prohibited conduct.

While discipline for less serious violations will follow a progressive disciplinary procedure, the Company reserves the right to implement disciplinary measures appropriate to the seriousness of the violation.

The following acts may result in disciplinary action, up to and including termination without notice:

- Theft, fraud, embezzlement or other proven acts of dishonesty.
- Unauthorised possession of property belonging to the company, clients, customers or co-workers.
- Any bullying or harassment of another employee (verbal, physical or psychological), including sexual harassment such as offensive gestures, unwelcome advances, jokes, touching, or comments of a sexual nature made to or about another employee, client or supplier.
- Failing to comply with Health and Safety and other policy, requirements and procedures.
- Failing to wear supplied Personal Protective Equipment (PPE) or clothing.
- Interfering with or misuse of safety equipment including, but not limited to, fire extinguishers.
- Obtaining employment or promotion based on false or misleading information.
- Soliciting or accepting gifts (money, services or merchandise) in connection with Company business.

- Reporting for work under the influence of alcohol or any illegal substances; or possession, sale or distribution of alcohol or illegal substances while on Company premises or abusing such items while representing the Company or conducting Company business.
- Engaging in any activity which unreasonably conflicts with the Company's interests or affects your ability to perform your job safely or effectively.
- Assisting anyone, whom you know or suspect to be involved in committing any crime or engaging in any conduct of a criminal nature.
- Falsifying Company documents or records, including misuse of timekeeping records, or falsely inputting data.
- Insubordination, meaning refusing, without good reason, to follow the legitimate and reasonable instructions of a manager or supervisor.
- Disrupting the work environment.
- Excessive, non-approved, absenteeism or unacceptable patterns of absenteeism.
- Repeatedly failing to follow Company procedures including using a timeclock or other means of recording attendance as directed.
- Job abandonment, meaning the failure to report to work without properly notifying your immediate supervisor or other designated person, or leaving a job assignment prior to completion of your responsibilities.
- Unauthorised use of Company or customer supplies, information, equipment, funds, or computer codes/passwords.
- Knowingly mishandling a customer's or potential customer's account. This includes, but is not limited to, improper discriminatory practices.
- Possessing firearms or weapons while on Company premises or carrying them while on Company business; or threatening the personal safety of fellow employees, customers, or vendors.
- Committing any act, on or off the Company's premises, which damages or potentially damages the reputation of the Company or any of its employees, customers, or vendors.
- Repeatedly failing to meet job responsibilities, standards, job budget or quality requirements.

Breach of Code

Any alleged behaviour or action which may be in breach of this Code will be given full and impartial consideration. If a breach is reasonably established, disciplinary action may be taken.

A full and fair investigation will be carried out in good faith before determining that disciplinary action is appropriate. As part of The Temp Company's investigation you will

- be advised of the specific allegation(s)
- be provided with all other relevant information
- be given an opportunity to provide your explanation in respect of each allegation
- be afforded the opportunity to have a representative or support person of your choice present at all meetings with you

If you are unsure of the proper conduct for any situation, or the standards of performance expected of you, or think you might be at risk of breaching the Code, discuss the situation with your manager.

Duration of Employment

The Temp Company do not require employees to commit to employment for any specific duration, and the Company does not commit to employees that their employment will last for any specific duration.

Consequently, all employment by the Company is considered at will and governed by the terms of the applicable employment agreement. This means that The Temp Company may terminate your employment at any time for any lawful reason and likewise you are free to resign your employment at any time.

Except in the case of serious misconduct where no notice shall be required, both you and the Company must comply with the obligation to provide the other with the stipulated period of notice unless we otherwise agree.