 UP Building and Construction Pty Ltd

 “Building dreams from the ground UP”

 ABN 123 456 789

**Code of Conduct**

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1. Policy Statement

The Code of Conduct describes the standards of professional conduct that are expected of all workers representing UP Building and Construction Pty Ltd. It provides a framework to support every day ethical decision making and sets standards of behaviour for all workers.

2. Scope

This policy relates to all workers representing UP Building and Construction. This includes:

* Full time and part time employees
* Casual and contract employees
* Contractors engaged for work

This policy sets out the minimum standards of behaviour to be followed during the workday and any time workers are representing UP Building and Construction.

3. Policy Compliance

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| **POLICY DETAILS** |
| **Policy Name** | Code of Conduct |
| **Effective Date** | 1 March 2015 | **Policy #** | 00101 |
| **Date of last revision** | 1 March 2021 | **Version #** | 3 |

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| **VERSION HISTORY** |
| **Version** | **Author****and position title** | **Revision Date** | **Description of change** | **Approved by name****and position title** |
| 1 | Orshy FredricksenLegal Consultant | 1 March 2015 | New policy and procedure | Charlie FredricksenCEO |
| 2 | Orshy FredricksenHead of Legal | 1 March 2018 | Review and expand to clarify scope (articulate worker types) | Charlie FredricksenCEO |
| 3 | Tara MurrayHead of People | 1 March 2021 | Review, update relevant legislation with links and document ownership | Orshy FredricksenHead of Legal |

4. Context

The Code of Conduct references legislation, regulations, UP Building and Construction policies and procedures. All must be applied. Where there is a conflict between the Code of Conduct and any legislation or regulations, the legislation or regulation takes precedence.

5. Legislation Provisions

Legislative provisions that apply to standards of behaviour and conduct include, but are not limited to:

* [Anti-Discrimination Act 1977](https://legislation.nsw.gov.au/view/html/inforce/current/act-1977-048)
* [Crimes Act 1900](https://legislation.nsw.gov.au/view/html/inforce/current/act-1900-040)
* [Copyright Act 1968](https://www.legislation.gov.au/Details/C2017C00414)
* [Industrial Relations Act 1996](https://legislation.nsw.gov.au/view/html/inforce/current/act-1996-017)
* [Ombudsman Act 1974](https://legislation.nsw.gov.au/view/html/inforce/current/act-1974-068)
* [Privacy and Personal Information Protection Act 1988](https://www.legislation.nsw.gov.au/view/html/inforce/current/act-1998-133)
* [Work Health and Safety Act 2011](https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010)

6. Responsibilities

The following responsibilities apply to the following roles.

**Employees**

Employee’s must act in a way that:

* ensures a safe work environment for all workers
* treat everyone with respect, fairness and honesty
* act with care at all times
* understand and apply all laws, policies and procedures that apply to their work
* work collaboratively
* comply with all reasonable and lawful instructions
* uphold the values and reputation of UP Building and Construction in all circumstances
* avoid conflicts of interest and report where they may exist
* report inappropriate conduct immediately.

**Managers**

In addition to the responsibilities listed above, managers must:

* model the company values
* act professionally in all work circumstances
* promote collaboration with all workers and establish systems for effective communication and consultation
* articulate and apply minimum performance standards of all workers in the course of their duties
* provide support and development to workers to support the performance of their duties
* provide workers with information about support services and resources as appropriate
* address poor conduct and performance immediately
* report any breach in the Code of Conduct.

7. Monitoring

The Head of People monitors implementation of this policy and reviews its contents for relevance and accuracy every three years or as needed.

8. Contact

Tara Murray - Head of People (Human Resources)

Ph: (02) 9244 4404

<<END OF POLICY DOCUMENT>>