



**ELECTRICAL  
CONTRACTING  
PTY LTD** AU26726



**ACCREDITED  
MASTER  
ELECTRICIAN**

## CODE OF CONDUCT POLICY

This code requires every employee, whatever their job, to observe the Guidelines set out below, and to show commitment to The Business in return for its commitment to them. It provides a clear guide to appropriate workplace behaviour.

### **Commitment to The Business**

To demonstrate our commitment to the Business we:

- ensure our actions do not bring The Business into disrepute
- disclose and resolve any conflicts of interests
- refrain from canvassing private business during work hours
- do not disclose confidential information, or use information for our own personal gain
- refuse inappropriate gifts and benefits from customers and suppliers
- only transact and approve expenditure for which we are authorised
- do not abuse, deface or wilfully damage the Business's property.

### **Respect for Others**

In dealing with customers, suppliers, and other employees, we:

- do not use language or behaviour that offends, harasses, or unfairly discriminates
- observe The Business's smoke-free workplace policy
- do not work when affected by alcohol or recreational drugs
- abide by all safety rules and procedures operating within The Business and also comply with all relevant Federal and State occupational health and safety laws in order to provide a safe and healthy workplace for yourself, your fellow employees and visitors of The Business.

### **Customer Service**

When dealing with internal and external customers we:

- are honest, courteous and helpful
- actively consult with and listen to the customer
- provide prompt attention, accurate information and meet commitments
- ensure our appearance is neat, clean and appropriate to the job, wearing a uniform if required.

### **Teamwork**

We work together towards our goals by:

- being punctual and only leaving the business early after gaining prior approval
- reporting and accounting for any absences
- following lawful and reasonable instructions

- providing guidance and feedback to one another
- actively learning from one another and seeking assistance when required
- sharing relevant information
- observing safe work practices and reporting hazards, accidents, injuries, and unsafe practices
- following procedure and instructions in the case of emergency

## Results

To ensure the quality of our work, we:

- observe the spirit and letter of the law, and The Business's policies governing our work
- work to the best of our ability, giving proper attention and care to the job
- use materials, equipment and other resources wisely, and prevent their misuse

## Misconduct

Misconduct is action or behaviour which is contrary to the employment contract and thus code of conduct which will be investigated and may result in disciplinary action being taken. Conduct may also include but is not limited to:

- stealing;
- violence;
- sexual harassment;
- neglect of duty
- breach of safety procedures
- fraud such as deliberate misrepresentation of time sheets, purchase documents, store documents, etc;
- being under the influence of alcohol or illegal substances; and
- malicious damage of assets and deliberate damage to workers property.

Note: Workers should make every effort to adhere to procedures; failure to ensure these procedures are carried out may result in disciplinary action being taken. If it is alleged that a worker has conducted themselves in a manner as outlined above, the employer will apply The Business's breaches procedure.

S & K Electrical Contracting Pty Ltd

Director/Partner/Principal: \_\_\_\_\_

Date: 01/07/2020

Policy Review Date: 01/07/2021

