

# CODE OF CONDUCT POLICY

## Intent & Purpose

Springmount Services is committed to conducting its business in an ethical, legal, and socially responsible manner. Springmount Services expects its Employees to share this commitment, and therefore, has established this Employee Code of Conduct.

We recognise that minimum standards of behaviour and conduct are necessary to maintain a productive, harmonious and safe work environment. This Code of Conduct sets out these standards of behaviour.

## Operation and Incidence

As detailed in our ESG Policy (SMS 100 POL) it is Springmount Services intent to conduct our business under the highest ethical standards. We will always operate with:

- Credibility, reliability and sincerity at all times.
- Truthfulness, openness and transparency.
- Comply with the law, and where it is clear, the spirit of all laws and regulations.
- A safe, secure and healthy environment in which people work.
- Respect to the environment and communities in which we work
- Think about the impact of business decisions on the environment and the community.

## Application

Springmount Services Employees must meet the following minimum requirements in order to do work for Springmount Services:

- Comply with all Lawful and Reasonable directions from Supervisors
- Adhere to all State and National Legislation
- Adhere to all Company Policies and Procedures
- Respect Client and Company Property including time and physical resources / assets
- Be respectful of Clients and the Sites they work at
- Be respectful of other Employees and the Company as a whole
- Always advise their Supervisor first when a problem or issue arises
- Maintain a high standard of work that meets Client and Company requirements
- Ensure their appearance is neat and tidy, and comply with the relevant Footwear and Uniform Policies
- Ensure they are on time and working to full capacity
- Are proactive when at work. Seeking to solve problems and not create them
- Do not use work time for private gain. If a workplace participant is required to leave the work

premises for personal reasons, they should advise their Manager well in advance

- Utilise training and development to boost their professional capabilities
- Be truthful in all dealings with persons encountered at the workplace
- Do not engage in bullying behaviour within the workplace or outside of the Workplace where a work connection exists
- Do not engage in any sexual harassment activity
- Attend work in a Fit for Work capacity.

## Subordinate documents

SMS 1041 DOC Code of Conduct Explained

## RACI

Responsible	It is the responsibility of the Executive team to implement, maintain and communicate this policy.
Accountable	The final authority for this policy lies with the Managing Director.
Consulted	When making changes to this policy, a consultation should be carried out with the leadership team.
Informed	All changes to this policy should be communicated to all leaders.

### *Breach of The Policy*

Breach of this policy may be regarded as misconduct, leading to disciplinary action which may result in termination of employment or engagement. An individual may also be exposed to criminal or civil liability for a breach of relevant legislation.