

**SCOPE**

This Code of Conduct is applicable to all Workers of Glad Group Pty Ltd (Glad).

**PURPOSE**

The Code of Conduct underpins Glad's commitment to integrity and fair dealings in its business affairs and a duty of care to Workers. The Code of Conduct sets out the principles covering appropriate conduct in a variety of contexts and outlines expected minimum standards of behaviour.

**ACCOUNTABILITIES**

Workers are responsible and accountable for:

- a. undertaking their duties and behaving in a manner consistent with the obligations in the Code of Conduct;
- b. reporting any non-compliance with the Code of Conduct by themselves or others.

**CORE WORKER OBLIGATIONS**

Workers have the following core obligations to Glad which include complying with:

- a. the law including without limitation anti-discrimination and work health and safety legislation and environment protection requirements;
- b. any Contract of Employment or any other contract with Glad; and
- c. policies and procedures of Glad, even though they may not form part of any Contract of Employment or any other contract with Glad.

**GENERAL WORKER OBLIGATIONS**

Workers have a number of general obligations to Glad which include but are not limited to:

- a. respecting the rights, needs and dignity of all persons,
- b. acting honestly and using their best efforts to protect and promote Glad's reputation,
- c. serving Glad faithfully, diligently and acting and behaving in Glad's best interests,
- d. protecting Glad's confidential information and not engaging in fraud, theft/robbery, unauthorised use or disclosure of confidential information, bribery or blackmail,
- e. acting lawfully, not carrying firearms or being involved in riot/assault/terrorism/organised crime/impersonating a licensee/stalking and or intimidation,
- f. performing their duties for Glad and any Glad associated company, to the best of their abilities,
- g. reporting to their nominated manager (or another person nominated by Glad), taking instructions from them and complying with lawful and reasonable directions given to them,
- h. acting safely and working with Glad's work health and safety directives (including reporting risks),
- i. protecting Glad's assets, equipment and facilities and ensuring they are used efficiently, carefully and honestly,
- j. ensuring all Glad's records are kept securely and used to fulfil the duties of their position,
- k. attending work in accordance with agreed hours or as directed,
- l. performing work free of the influence of alcohol or illicit drugs and not being in possession of illicit substances,
- m. refraining from making any public comment on behalf of Glad unless authorised in writing to do so;
- n. conducting themselves in a manner consistent with Glad's standards, including but not limited to treating all fellow Glad employees, clients and suppliers of Glad with respect and cooperating with them,
- o. acting in a cordial and amicable manner, performing your duties and responsibilities as part of a team, being approachable and pleasant in the workplace and fostering good morale and rapport within the workplace.
- p. Where Glad has a reasonable concern regarding your fitness for work, you may be directed by Glad, to undergo a medical examination by a doctor nominated by Glad who will provide a report to Glad, at the cost of Glad.