



Code of Conduct Policy

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Purpose

The Code of Conduct affirms Associated Cleaning Service's belief in responsible social and ethical behaviour from all employees. The Code of Conduct clarifies the standards of behaviour that Associated Cleaning Services expects of all employees when conducting business, dealing with other employees, Clients and suppliers.

As employees we agree to the following:

Personal Behaviour and Performance of Duties

- Employees have an obligation to the Business, our clients and themselves to observe high standards of integrity, diligence, professionalism and fair dealing
- Employees act honestly and comply with laws, company policies and procedures
- Employees do the right thing by our clients
- Employees avoid situations where personal interests are, or appear to be, in conflict with the company's interests
- Employees respect confidentiality and do not misuse information
- Employees work as a team
- Employees dress and act in public in a professional manner that does not reflect adversely on the company or other employees
- Employees care for and respect company property

Accountability

- Employees use equipment, vehicles, facilities and funds for the primary purpose of undertaking company duties
- Employees maintain confidentiality of all company and personal information obtained during employment, and utilise such information for the purposes of carrying out duties, and not for financial or other benefit, or to take advantage of another person or organisation
- Employees understand and comply with company policies and procedures
- Employees shall not falsify documents, reports, key performance indicators, or receipts

Accounting and Record Keeping

An employee whose activities cause false financial reporting will be subject to disciplinary action including termination.

Attendance and Participation in Meetings and Appointments

Employees scheduling and attending meetings and appointments will ensure respect for all participants, will encourage participation and will undertake preparation to ensure effective and rewarding outcomes. Meeting attendance, decision making and outcomes will be appropriately documented and circulated after the meeting and employees commit to the undertaking of their agreed actions.

Safe Environment

- Employees perform their duties in a safe and competent manner in accordance with company workplace health and safety policies and procedures, and relevant workplace health and safety legislation
- Employees take care to not put themselves or others at risk through unsafe practices, inappropriate behaviours or the misuse of alcohol or drugs
- Employees take action in preventing, identifying and responding to workplace health and safety risks.

Other Employment and External Duties

Associated Cleaning Services requires that all employees wanting to take paid or unpaid employment with another organisation seek prior authorisation from the Director where there is:

- Conflict with the company's interests
- Compromise the company's or its customer's confidentiality
- Impact on the productivity and efficiency of the individual, the individual's team and/or the company
- A negative effect, or the possibility of a negative effect, on the employee's health and wellbeing

Conflicts of Interest

- Employees avoid actual and perceived conflicts of interests, promptly disclosing to an Associated Cleaning Services senior manager, any interest which may constitute a conflict of interest
- Employees avoid the perception that any business transaction may be influenced by offering or accepting gifts. If an employee receives a gift, they must inform their direct Manager as soon as practicable. Under no circumstances may employees offer or accept money

Employees who are unclear on any matter related to this policy or who become aware of any actual, potential or suspected breach of this policy are requested to consult their direct Manager. Not every concern can be specifically covered in the Code of Conduct. If an employee is faced with a situation in which the proper course of conduct is unclear, the employee should discuss the situation with their direct Manager. Any employee, who in good faith, raises a complaint or discloses an alleged breach of the policy, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner. Any employee in breach of this policy may be subject to disciplinary action, including termination.

This policy will be regularly reviewed by Associated Cleaning Services and any necessary changes will be implemented by the Director.

I _____ have read and understood this policy and agree to the terms and conditions.

Name Signature Date

Version history		
Version Number Identifier	Date of Issue	Approved By
Initial policy write	06/03/2019	General Manager
Revision 1, incorporation of sign off	07/05/2020	General Manager
Revision 2, change logo	11/01/2024	General Manager