

Golden Rules

Listed are the rules that apply to all persons employed by DOB Enterprises Pty Ltd. These rules reflect our company values and code of conduct. These must be adhered to at all times. Any breach of these rules may result in the immediate termination of your employment.

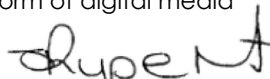
1. People will always be respected
 - I will not discriminate against others for any reason
 - I will respect people for their opinions, ideas, experience, and knowledge
 - I will not be abusive (verbally or physically), reckless, threatening or violent in any way
 - I will not harass or bully others (verbally/sexually/physically)
 - I will give everybody a fair go
 - I will listen to and hear what people say to me with respect
 - I will support diversity in my workplace

2. Always work with integrity, pride, ethically and to the highest mental capacity
 - I will not avoid or shun my duties and will adhere to deadlines
 - I will not work under the influence of any alcohol or drugs
 - I will not steal from the company or any individuals- time included
 - I will be punctual and regular in my employment duties
 - I will not make fraudulent claims against the company or others
 - I will always represent the company with honour, loyalty, and respect
 - I will conduct myself in a pleasant, professional, and courteous manner at all times to our clients, general public and employees
 - I will always be respectful and treat my co-workers as equals
 - I will always refuse improper rewards or gifts that are intended to or likely to create the perception that I might act in a partial manner in the course of my duties
 - I will take responsibility for any mistakes and strive to learn from them
 - I will work as part of a team and assist other team members where possible
 - I will ask for help when I need it, not when it is to late
 - I will continuously innovate, learn and grow in my role

3. Responsibility to our clients and the community
 - I will not engage in verbal or physical confrontations with our clients or members of the public
 - I will not be involved in any media coverage of any kind unless authorised
 - I will respect the privacy and confidentiality of all clients, staff, members of the public and the company at all times
 - I will always act professionally, fairly, diligently, and ethically to protect clients, candidates, employees, the general public and the company

4. Safety
 - I will lead by example by demonstrating and adhering to safe work practices
 - I will not put myself, work colleague, employee, or client at risk by not following safe practices at work
 - I will work safely and encourage others to do so by following DOB Policies
 - I will report any accidents, incidents, or hazards as soon as possible and will not mislead or withhold any information regarding any accident or incident reported

5. Social Media
 - I will not waste company time on social media or any other form of digital media usage
 - I will not comment on, post or, partake in any slander of the company, fellow employees, clients or candidates on social or any other form of digital media



Susan Rupert
Director
18.02.2022



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