

DOB ENTERPRISES PTY LTD

DOB Code of Conduct Policy  
IMS-510-00-POL

## Revision History

| Date     | Rev | Modified By      | Changes Made, Review History | Reviewed by | Approved by |
|----------|-----|------------------|------------------------------|-------------|-------------|
| 19.02.18 | 0   | Sunette Opperman | Creation                     | S Rupert    | S Rupert    |
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DOB employees, contractors and representatives are required to maintain high standards of integrity and ethical conduct. All of our employees, contractors and representatives are placed in positions of trust within the community, and we expect our employees to behave accordingly.

Our providers, clients, and contractors and their employees are also expected to respect our employees' commitments to high standards.

Internally, the code of conduct ensures that our employees act professionally and ethically, protect the interests of all parties involved in an agreement, and demonstrate these values to the community.

We recognise that we are in positions of trust and that our clients and candidates give us great responsibility, and we aim to honour and respect our relationships with everyone in the community.

We expect our employees, contractors and representatives to comply with legal, policies, procedures, industrial or administrative standards, guidelines, and any and all professional codes of conduct they may operate under. Employees, contractors and representatives are also expected to adhere to the mbc golden rules.

This code of conduct applies to the conduct of our employees, contractors and representatives within mbc and in the community.

DOB employees, contractors and representatives are expected to:

- Be accountable for their actions
- Accept responsibility for their delegated functions and actions they take
- Ensure activities and decisions are fully and clearly communicated
- Adhere to DOB policies as directed.
- Raise grievances or concerns directly, clearly, and fairly.
- Be aware of and free from conflicts of interest
- Avoid any conflicts of interest
- Disclose any actual, potential, or perceived conflicts of interest
- Refuse improper rewards or gifts that are intended to or likely to create a perception that they might not act impartially in the course of their duties
- Communicate in a clear, direct manner to minimise the risk of a perception that an inappropriate influence was involved in the business relationship
- Employees are not to solicit incentives, gifts, or benefits in connection with their employment.
- Employees are not to ask for any incentives for doing their job. If an employee is offered a gift, employees are to report this to their manager to seek written permission to accept that gift. Accepting gifts of cash, negotiable instruments, or related gifts of any value is prohibited.
- Employees are not to offer incentives, gifts, or benefits in connection with their employment.
- If a client requests incentives, gifts, or benefits, employees are expected to refuse these requests and inform their DOB Supervisor that such a request has been made.
- Act with ethics and integrity
- Ensure that DOB does not disclose confidential or personal information unless we have permission or are legally compelled to do so
- Be professional in appearance and conduct
- Provide services in a reliable, professional manner
- Be present at work when expected to be there
- Inform DOB if positions, duties or location of work change



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- Refrain from discriminatory, harassing, or abusive words or actions- Violence or aggression in any form can be subject to instant dismissal.
- Adhere to the MBC Golden Rules
- Work safely and adhere to DOB safety policies and procedures – including but not limited to the DOB Drug and Alcohol Policy and DOB WHS Policy
- Keep work areas under their control in a clean and tidy state
- Comply with lawful and reasonable directions given by managers or other members of staff authorised to give them
- Refrain from using alcohol or other drugs in the workplace- Adhere to the DOB Drug and Alcohol Policy's strict zero tolerance.
- Work respectfully and courteously at all times. Employees are never to resort to physical violence, and they are expected to comport themselves professionally.

Possible outcomes for a staff member who has breached this code may include but are not limited to:

- Counselling
- Career Development Plans
- Formal Disciplinary Action
- Referral to relevant registration board if the staff member is a registered member of a profession
- Referral to the police in cases of suspected/possible criminal activity
- Termination of employment

### Breaches of this Policy

DOB will take disciplinary action, which may include termination of employment



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