

Code of Conduct

Definition / Purpose / Aim

The purpose of this policy is to outline the Integral code of conduct which sets standards of behaviour while working.

Who this policy applies to

This policy applies to:

- All Integral staff (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of the Company (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively referred to as “staff”);
- All of Integral’s workplaces and to other places where workers may be working or representing Integral for example, working on site, travelling in between workplaces when visiting a customer, client or supplier (collectively referred to as “workplace”); and to:
- All work related functions, for example, work lunches, conferences, Christmas parties and client functions.

Code of Conduct

The Code of Conduct requires that an Integral staff member must:

- Behave honestly, with integrity and act with care and diligence in connection with their employment.
- Treat staff, clients, suppliers and the public with courtesy, honesty, respect and without harassment, be appropriate in our relationships with them, and recognise that others have the right to hold views which may differ from our own.
- Ensure conduct reflects our commitment to a workplace that is inclusive and free from harassment.
- Comply with lawful and reasonable direction given by someone who has authority to give it.
- Ensure they provide appropriate duty of care to visitors, staff and clients.
- Not provide false or misleading information in connection with their employment.
- Not improperly use information, duties, status, power or authority:
 - to gain, or seek to gain, a benefit or an advantage, or
 - to cause, or to seek to cause, detriment to Integral staff or the brand.
- Responsibly utilise resources and assets in a proper manner, including human assets such as your time and others time, corporate knowledge and intellectual property.
- Ensure fitness for duty, and the safety, health and welfare of ourselves and others in the workplace, whether staff or clients.
- Behave in a way that upholds the integrity, values, employment conditions (including policies) and reputation of Integral.
- Adhere to policies, laws, values and organisational documents of Integral.

Exceptions

In addition to the Integral policies, staff are required to adhere to the policies of any sites that they are working on. For example, whilst working staff may be staying in camp accommodation. Permission to stay in camp is a condition of employment. Should staff behaviour breach camp rules/policy permission to stay in camp will be withdrawn and they will be subject to disciplinary action, up to and including termination.

Responsibilities

All staff must comply with this policy and observe all directions from Integral and its managers in relation to this policy. Staff must immediately notify management if they are aware of any breach of this policy by another worker. Subject to any disclosures required by law, any notifications received by management will be treated confidentially. Failure to report any breach of this policy by another worker may itself constitute a breach of this policy.

Consequences

Breach of this policy will result in disciplinary action, up to and including termination.

This policy is subject to change without notice.

In adapting the above policy it is our intention to annually review.

Director

Approved 18/10/2018



Matt Molloy