



EMPLOYEE CODE OF CONDUCT POLICY

“At DIG PTS, we are dedicated in encouraging a supportive and inclusive culture amongst our entire workforce and the community”.

All employees of the DIG PTS are expected to read, understand and perform to the highest possible standards of behaviour, ethics and integrity outlined below as a condition of their employment.

The standards expected of all DIG PTS employees include, but are not limited to:

- Strict observation and undertaking of work, health and safety (WHS) rules, responsibilities and practices at all times. This includes not only for oneself but also for those working with or around a DIG PTS employee.
- Present for work representing the DIG PTS brand in a clean and professional manner including appearance and with all relevant PPE in fit for purpose condition.
- Compliance with all DIG PTS organisational policies, procedures, rules, and contractual obligations.
- Compliance with all relevant industry legislative requirements in the performance of all duties.
- Compliance with all reasonable and lawful instructions of Managers and Supervisors.
- Honesty, respect, fairness and a courteous manner in all dealings with co-workers, clients, management, suppliers, customers and the general public.
- The proper intended use of, the protection and respect for all DIG PTS equipment, property and supplies including: information, electronic systems in possession of (phones or computers or other devices (including intellectual property)).
- Not to make any unauthorised public statements, including to the media, about DIG PTS business or that of our client’s business including all personnel.
- Not to compete with or against the interests of DIG PTS, either directly or indirectly. This includes a duty not to engage in outside employment without the prior approval of DIG PTS.
- No assault albeit verbal, threat or physical against another person in the workplace, including by the use of electronic systems or devices inside and outside of working hours.
- No offensive language or behaviour in the workplace, including by the use of electronic systems or devices.
- No unlawful discrimination, harassment or bullying in the workplace.
- Not to possess, distribute, sell, consume or be under the influence of drugs or alcohol whilst in the workplace.
- Adherence to appropriate professional codes of practice and/or ethics (such as building codes).
- Adherence to the confidentiality of any information, records or other sensitive material acquired during the course of employment and/or after the cessation of employment with DIG PTS.

Any breach of this policy by any employee may result in disciplinary action being taken.

Edwin Davey - Managing Director

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