

Code of Conduct

Workers of ADCO Group (ADCO), Kolbang and associated entities are required to adhere to the following Codes of Conduct. All workers must:

Act professionally and ethically

- Comply with all applicable ADCO, Kolbang and associated entities' policy frameworks.
- Perform their duties diligently to the standard reasonably required of them.
- Act in a way which protects and promotes the interests of ADCO, Kolbang and associated entities.
- Not absent themselves from the workplace without proper notification or reason, when meant to be at work.
- Be in a fit and proper condition and not under the influence of alcohol or drugs while at work.
- Dress in a way that is appropriate for the work they do and comply with uniform procedures.

Demonstrate honesty & Integrity

- Make decisions based on fair and objective processes.
- Act with honesty and transparency in all the work that they do.
- Use the powers granted to them responsibly for the purpose and manner they are intended.

Promote a positive work environment

- Collaborate and treat each other in a way that promotes harmonious and productive working relationships.
- Treat colleagues, clients, and members of the public with courtesy and respect.
- Not bully or harass, or support colleagues to bully or harass each other, clients, or members of the public.
- Take reasonable care to ensure their own safety and that of others in the workplace.
- Not discriminate against each other, patients, clients, or members of the public on the basis of age, breastfeeding, family responsibility, family status, gender history, impairment, marital status, political conviction, pregnancy, religious conviction, race, sex or sexual orientation.
- Familiarise themselves and act in accordance with the Bullying & Harassment Policy.

Communicate and use official information responsibly

- Maintain confidentiality about any personal or other information that becomes available to them in the course of their employment and only use the information in connection with their position.
- Not use official information obtained through the course of their employment to provide public comment or communicate in writing, online or via social media without written authorisation from the relevant delegated authority.

Approved by Adam Di Placido

Managing Director



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This policy is available to all interested parties via the Company website

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