

CODE OF CONDUCT POLICY

Version	V2	Review Date	19/05/2022
Office Location	125 Rundle Street, Kent Town SA 5067	Franchisee	M&M Adelaide Health Consulting Pty Ltd

This policy affirms Workforce Extensions' belief in responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that Workforce Extensions expects of all employees.

Our employees contribute to the success of our organisation and that of our clients. Workforce Extensions fully endorse that all employees are not deprived of their basic human rights. Furthermore, our employees have an obligation to the business, our clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and client trust.

Our Code of Conduct Policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism;
- Be responsible and scrupulous in the proper use of company information, funds, equipment and facilities;
- Be considerate and respectful of the environment and others. Communication (verbal and written) must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, discriminatory, involves the harassment of others or concerns personal relationships;
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers;
- Avoid apparent conflict of interests, promptly disclosing to a Workforce Extensions senior manager, any interest which may constitute a conflict of interest;
- Promote the interests of Workforce Extensions;
- Perform duties with skill, honesty, care and diligence;
- Abide by policies, procedures and lawful directions that relate to your employment with Workforce Extensions and/or our clients;
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts;
- Under no circumstances may employees offer or accept money;
- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code of Conduct Policy, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

Workforce Extensions expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee in breach of this policy may be subject to disciplinary action, including termination of employment.

Should an employee have doubts about any aspect of the Code of Conduct Policy, they must seek clarification from their manager.

Jake Wang

30/07/2024

Office Manager