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Partnerships
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100
Years

Code of Conduct Policy

HMR-POL-001

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1 PURPOSE

Mawsons has an established set of values including trust, integrity and teamwork. This Code of Conduct Policy encompasses those values and sets out what is expected of Mawsons' employees.

This procedure applies to all Mawsons Managers, Employees, Contractors and Independent Contractors and shall be followed.

2 APPLICATION

This Policy applies to all employees of Mawsons. All non-employees present at Mawsons' sites, such as contractors and suppliers, will be expected to abide by this Policy for the duration of their presence on site and contract with Mawsons.

3 POLICY

Mawsons expect the following behaviours to be followed while at work and whenever an employee is representing Mawsons. Departure from these behaviours is inconsistent with our values and is therefore unacceptable. Employees will:

- Work safely
- Understand and align their actions with Mawsons' Vision and Values
- Act in accordance with applicable legislation
- Act in accordance with current Mawsons' Policies and Procedures
- Follow lawful and reasonable directives from management
- Promote the interest of Mawsons' business
- Treat everyone, including colleagues, customers and the general public, with respect and courtesy
- Be accountable for their own actions and decisions
- Uphold the principles of equal opportunity
- Not partake in any victimisation, bullying, harassment, verbal or physical abuse, intimidation, discrimination or any other anti-social behaviour
- Perform their role with professionalism, care and responsibility
- Be neat and tidy in appearance, respecting the Mawsons' brand and image
- Do what they say they will do in a safe and timely manner
- Only perform tasks that they are properly trained and authorised to do
- Be punctual for work and notify their line manager if they are unable to attend work
- Work effectively within their team and with other Mawson, customer or supplier teams
- Maintain the confidentiality of the Company; do not disclose or misuse Company, supplier or customer information
- Take reasonable steps to avoid any conflicts of interest; promptly disclose details of instances where this may occur to a Mawsons' General Manager

- Not tolerate behaviour inconsistent with this Policy
- Report any breeches of this Policy appropriately

4 BREACHING THIS POLICY

Any breach of this Policy may result in disciplinary action up to and including termination of employment. Disciplinary Procedures will be in line with the Company Disciplinary Policy. Independent contractors and other non-employees who are found to have breached this Policy may have their contract with Mawsons terminated.

5 DOCUMENT HISTORY

Revision	Date	Amended By	Reason for Change
0	01/07/2017	J Mawson	Document created.
1	23/07/2019	B Hildebrand	Document format changed and issued for use
2	19/09/2019	S Gundry	Document format changed and issued for use