

## CODE OF CONDUCT POLICY

Quality Personnel Service Group (“QPSG”) is committed to providing a work environment where all employees are treated fairly and with respect. To ensure our workplace is free of any behaviour that is unlawful, unwelcome or destructive, we expect all our employees to abide by certain standards of conduct (or rules) while associated with QPSG.

These rules are designed to protect the health and safety of employees, safeguard people and property and prevent the unnecessary disruption of the QPSG business

This policy outlines some definitions of unacceptable behaviour however it is important to note that the list is not exhaustive.

### Degrees of Conduct

QPSG considers certain behaviour to be ‘Misconduct’ and/or ‘Serious misconduct’. Each situation of misconduct, serious or otherwise, will stand on its own merits.

QPSG reserves the right to enforce appropriate disciplinary or corrective action up to and including instant dismissal without notice. This is dependent upon the seriousness and individual circumstances or any given incident or action (provided the appropriate investigation has taken place).

QPSG considers the following examples of conduct to be unacceptable actions and behaviour that will not be tolerated:

#### 1. Work Health & Safety

- Failure to report any accident or incident to your manager
- Reporting to work in such a condition that you are unfit to perform your duties properly or safely.
- The possession and/or consumption of alcohol or illegal drugs / substances on company premises or the premises of a QPSG host client where you have been assigned to.
- Failure to observe and comply with Safety Rules, or working in an unsafe manner, or operating plant / machinery or equipment without the appropriate training, licence or authorisation.
- Grossly negligent, wilful and deliberate acts affecting hygiene, quality or safety.
- Any deliberate or careless action that results, or may result, in the injury of a fellow worker or damage to Company or personal property.
- Failure to observe site policies and procedures.

#### 2. Behaviour

- Harassment, discrimination, bullying or violence against any person on company premises or premises of a QPSG host client that you have been assigned to, during work hours or at company functions and events.
- Disputing or refusing to carry out lawful and reasonable instructions of a manager or supervisor.
- Walking off the job, unless for safety reasons or legal industrial dispute.
- Consistent and regular absenteeism which cannot be accounted for by any special need or circumstance.
- Failing to report to your manager, supervisor or company office (unless extenuating circumstances) as close as possible to the usual shift-commencement time, by telephone that you are unable to commence work at your usual time because of sickness or for any other reason.

*Behaviour continued...*

- Excessive talking during work hours where it interferes with the performance of your duties.
- Sleeping on the job during working hours.
- Deliberate waste of time or material
- Posting of offensive notices on the notice boards or elsewhere on QPSG and/or its host client premises.
- Regularly taking excessive break times beyond the normal work break time..
- Abandonment of employment
- Failure to observe and obey site policies and procedures.

**3. Property**

- Possession of or taking QPSG or its host client's property that you have been assigned to from the premises without proper authorisation.
- Removing or possession of another employee's personal property without that persons consent.
- Un-authorized entry to restricted areas of QPSG and its host client's premises.
- Deliberate damage QPSG or its host client property or plant, including information technology and systems assets.
- Deliberate misuse of unauthorised use of QPSG property or its host client property that you have been assigned to.
- Knowingly falsifying any QPSG or its host clients record e.g. timesheet records, production records, operational procedures, reports, personnel records, etc. or un-authorized amendments or destruction of data and or software.

Breaches of the Code of Conduct will be dealt with in accordance with the QPSG procedures for:

- Complaint and Grievance
- Investigating Complaints and Corrective Action.
- Discipline and Termination