

CODE OF CONDUCT



AUSTRALIA'S
LEADER IN
INTEGRATED
PROPERTY
FACILITY
SERVICES
SOLUTIONS.



CODE OF CONDUCT

SCOPE

This Code of Conduct is applicable to all Workers of Ozland Group Solutions Pty Ltd (Ozland).

PURPOSE

The Code of Conduct underpins Ozland's commitment to integrity and fair dealings in its business affairs and a duty of care to Workers. The Code of Conduct sets out the principles covering appropriate conduct in a variety of contexts and outlines expected minimum standards of behaviour.

ACCOUNTABILITIES

Workers are responsible and accountable for:

- a. undertaking their duties and behaving in a manner consistent with the obligations in the Code of Conduct.
- b. reporting any non-compliance with the Code of Conduct by themselves or others.

CORE WORKER OBLIGATIONS

Workers have the following core obligations to Ozland which include complying with:

- a. the law including without limitation anti-discrimination and work health and safety legislation and environment protection requirements.
- b. any Contract of Employment or any other contract with Ozland; and
- c. policies and procedures of Ozland, even though they may not form part of any Contract of Employment or any other contract with Ozland.

GENERAL WORKER OBLIGATIONS

Workers have a number of general obligations to Ozland which include but are not limited to:

- a. respecting the rights, needs and dignity of all persons,
- b. acting honestly and using their best efforts to protect and promote Ozland's reputation,
- c. serving Ozland faithfully, diligently and acting and behaving in Ozland's best interests,
- d. protecting Ozland's confidential information and not engaging in fraud, theft/robbery, unauthorised use or disclosure of confidential information, bribery, or blackmail,
- e. acting lawfully, not carrying firearms or being involved in riot/assault/terrorism/organised crime/impersonating a licensee/stalking and or intimidation,
- f. performing their duties for Ozland and any Ozland associated company, to the best of their abilities,



- g. reporting to their nominated manager (or another person nominated by Ozland), taking instructions from them and complying with lawful and reasonable directions given to them,
- h. acting safely and working with Ozland's work health and safety directives (including reporting risks),
- i. protecting Ozland's assets, equipment and facilities and ensuring they are used efficiently, carefully, and honestly,
- j. ensuring all Ozland's records are kept securely and used to fulfil the duties of their position,
- k. attending work in accordance with agreed hours or as directed,
- l. performing work free of the influence of alcohol or illicit drugs and not being in possession of illicit substances,
- m. refraining from making any public comment on behalf of Ozland unless authorised in writing to do so.
- n. conducting themselves in a manner consistent with Ozland's standards, including but not limited to treating all fellow Ozland employees, clients and suppliers of Ozland with respect and cooperating with them,
- o. acting in a cordial and amicable manner, performing your duties and responsibilities as part of a team, being approachable and pleasant in the workplace and fostering good morale and rapport within the workplace.
- p. Where Ozland has a reasonable concern regarding your fitness for work, you may be directed by Ozland, to undergo a medical examination by a doctor nominated by Ozland who will provide a report to Ozland, at the cost of Ozland.

Yours Sincerely,

James Carlile
Group Chief Executive Officer
Ozland Group Solutions