

Code of Conduct

This Code of Conduct is developed to support the vision for Skill360 Australia to be a sustainable company widely respected for its diversity, integrity and performance. To achieve the Skill360 Australia vision, all employees, contractors and suppliers in their performance and duties are required to align to the core values of the organisation which are innovation, continuous improvement and service excellence. This Code of Conduct gives guidance in areas where personnel need to make personal and ethical decisions.

The Chief Executive Officer is responsible for:

- ◆ Ensuring policies and procedures comply with legislation and best practice.
- ◆ Ensuring that policies and systems are reviewed, communicated, relevant and appropriate to employees and stakeholders.

Skill360 Australia will:

- ◆ Understand and act in alignment with the vision and values of Skill360 Australia;
- ◆ Carry out assigned duties in an exemplary and professional manner and maintain specified standards of performance;
- ◆ Conduct themselves in an exemplary and professional manner in any circumstances connected with work (whether on or off premises) that impact on Skill360 Australia;
- ◆ Comply with lawful and reasonable employer instructions, policies and work as directed;
- ◆ Maintain all requirements necessary for the performance of duties legally and efficiently;
- ◆ Ensure a safe and healthy environment for any minors participating in Skill360 Australia activities;
- ◆ Respect the confidential nature of information and intellectual property acquired in Skill360 Australia and practice impeccable standards of confidentiality;
- ◆ Not discriminate in any manner and not behave in any manner considered to be offensive, violent or harassing;
- ◆ Contribute to a professional, supportive and respectful team environment;
- ◆ Show respect for the Law and System of Government, following lawful directs and duty to report any fraud, corrupt, criminal or unethical conduct;
- ◆ Declare conflicts of interests, whether actual or apparent;
- ◆ Dress in a manner that is appropriate for the location and reflects well on Skill360 Australia.

Skill360 Australia Definitions:

- ◆ **Exemplary and professional manner** – displaying behaviours and actions that are appropriate for the workplace and worthy of commendation and imitation, treating others as you would like to be treated.
- ◆ **Off premises** – any instances away from the office, which could include work-related functions, work lunches, dinners, conferences, Christmas functions, client/customer functions, off-site team activities, driving a vehicle for work purposes, driving a Skill360 Australia vehicle, visiting clients, hosts, trainees and apprentices.
- ◆ **Reasonable** – when all facts and evidence are taken on a balance, are the behaviours/actions/instructions what a reasonable person would have done under the same or similar circumstances.
- ◆ **Requirements** – any licenses, permits and qualifications required to perform one's role (e.g. vehicle licence, Blue Card suitability notice, industry qualifications).
- ◆ **Discrimination** - Less favourable treatment of a person in their employment because of a ground of discrimination. Grounds of discrimination include sex, relationship or parental status, race, age, impairment, religious or political beliefs, union activities, gender identity, sexuality, lawful sex work, pregnancy, breastfeeding, family responsibilities.
- ◆ **Conflict of interest** – a situation in which the activities of an employee lead to a benefit to the employee concerned either directly or indirectly.
- ◆ **Appropriate dress manner** – Refer to Corporate Wardrobe and Uniform Guidelines.

Disciplinary action will be taken against anyone who breaches this policy. Discipline may involve an apology, warning, transfer, counselling, demotion or termination of engagement (including employment) and depending on the circumstances or the severity of the breach, may constitute referral to the appropriate law enforcement or regulatory agencies for independent investigation.

Approved: Date of Board Meeting: 24th July 2013

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Responsible Person: Chief Executive Officer

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