



Code of Conduct Policy

CoreStaff's management and employees are required, under this Code of Conduct, to behave at all times in a way which upholds CoreStaff's values of Safety, Integrity, Respect, Fairness, and Honesty.

All CoreStaff management and employees must:

- Conduct themselves in a manner that will not embarrass or reflect unfavourably on CoreStaff, and at all times behave in a way that upholds the CoreStaff's values, integrity and the good reputation of CoreStaff.
- Always act in good faith with honesty, care, integrity and diligence.
- Not endeavour to influence any person to obtain unfair advantages or favours.
- Disclose and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with CoreStaff's employment.
- Not knowingly provide false or misleading information in response to a request for information that is made in connection with CoreStaff's employment.
- Treat everyone with respect and courtesy, and in a sensitive manner that does not unfairly discriminate.
- Maintain and contribute to building a workforce that tolerates diversity and rejects behaviours including intimidation, bullying and any form of harassment that are deemed to be totally unacceptable to CoreStaff.
- Comply with all applicable Australian laws.
- Comply with any lawful and reasonable direction given by anyone who has authority to give that direction.
- Maintain appropriate confidentiality about dealings with any member of staff.
- Use CoreStaff's resources in a proper manner.
- Comply with any other conduct requirement that maybe outlined within CoreStaff's Policies and Procedures.
- Not make comments to the media in an official capacity unless authorised to do so by CoreStaff's CEO.

CoreStaff considers that any serious breach of the general principles pertaining to this Code of Conduct will constitute grounds for disciplinary action. Such action may include reprimand, suspension, or termination, as set out within CoreStaff's Counselling and Disciplinary Procedure.

This policy will be reviewed on a regular basis to ensure current best practice.

Authorised by:

Rob Blenkinship
CEO
CoreStaff Pty Ltd

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