

CODE OF CONDUCT POLICY

This Policy sets out the standards with which all employees are expected to comply with in relation to the affairs of the company and when dealing with each other, clients and the broader community.

At all times, in or out of working hours, you are an ambassador for CGH Group and CoreStaff and must conduct yourself in a manner that will not embarrass or reflect unfavourably on CoreStaff.

All employees are expected to uphold CoreStaff's values of Safety, Integrity, Respect, Fairness, and Honesty and contribute to a workplace free of discrimination, bullying and harassment.

All employees must comply with any lawful and reasonable direction given by anyone who has authority to give that direction.

Conflicts of Interest

Employees must not exploit their position with the company for personal gain. All employees have a duty to bring business opportunities identified through the use of company property, information or position to the attention of their General Manager.

Fair Dealings

All dealings with clients, suppliers, competitors, employees and other stakeholders of CoreStaff are to be conducted with honesty, integrity and objectivity, striving at all times to enhance the reputation and performance of the company

Company Assets and Intellectual Property

Employees must not make comments to the media in an official capacity unless authorised to do so.

All assets and property of CoreStaff are to be used in the interests of the company and must be safeguarded from theft, loss and misuse.

Employees must never make improper use of knowledge, information, documents or other company resources obtained in the course of employment with the company.

Confidential or commercially sensitive information and private information about the company, its client's and fellow staff members must not be disclosed without proper consent and authorisation.


All records, documentation, client details, tender data, the financial position of CoreStaff and the financial details of projects and other information, in full or in part, obtained during the course of employment will be treated as confidential and remain the exclusive property of CoreStaff and are not to be used for personal gain or to cause harm to the company.

No records, documentation or other information shall be duplicated, copied or removed in any way whatsoever from the Company's premises, unless expressly approved by the General Manager

Inappropriate use of Technology

Employees must use computer facilities appropriately. Unauthorised use, manipulation or other interference will be treated seriously. Private passwords to computer files should be kept confidential, and unauthorised access to confidential information is prohibited

Rob Blenkinship



CEO