



CODE OF CONDUCT POLICY

Recopak Machinery Pty Ltd

POLICY STATEMENT

Our employees contribute to the success of our organisation and that of our Clients. Recopak Machinery fully endorse that all employees are not deprived of their basic human rights.

Furthermore, our employees have an obligation to the Business, our Clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and Client trust.

AIMS AND OBJECTIVES

This policy affirms Recopak Machinery belief in responsible social and ethical behaviour from all workers including, employees, contractors and subcontractors. This policy clarifies the standards of behaviour that Recopak Machinery expects of all workers including, employees, contractors and subcontractors.

RESPONSIBILITIES

Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, Clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- Be considerate and respectful of the environment and others
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers
- Avoid apparent conflict of interests, promptly disclosing to Recopak Machinery's manager, any interest which may constitute a conflict of interest
- Promote the interests of Recopak Machinery
- Perform duties with skill, honesty, care and diligence
- Abide by policies, procedures that relate to Recopak Machinery and/or our Clients
- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

Recopak Machinery expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee in breach of this policy may be subject to disciplinary action, including termination.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from Managing Director Name.

AUTHORISED BY

Name: Luke Dopper

Signed:

Position: DIRECTOR

Date: 08/01/2020