

Employee Code of Conduct Policy

jdv projects

exceptional projects • enduring relationships

EMPLOYEE CODE OF CONDUCT

In striving to achieve the goals set out in our Vision, Mission, and Company Policies, JDV Projects workers will act with high standards of honesty, integrity, fairness and equity.

The Code of Conduct has been developed so there can be no doubt about the standards of behaviour JDV Projects expects of people in performing their work. Its aim is to assist and enhance JDV Projects reputation for fair and responsible dealings and to help to maintain high standards of corporate and individual behaviour.

All workers have a responsibility to comply with legislation, policies, procedures and the JDV Projects Code of Conduct, perform their duties effectively and act in a manner that promotes a productive and harmonious working environment.

JDV Projects Principles

JDV Projects has set principles that publicly hold us accountable for our actions.

- We apply high ethical standards to our work
- We focus all our activities on market needs
- We align our operational activities with our strategic goals
- Our management and company structures are simple and transparent
- We strengthen and complement our successful market positions through innovations and rapid implementation on a global basis.

Personal & Professional Behaviour

In performing their duties all workers must work in line with the principles set out above;

- uphold the Mission, Policies and Procedures of JDV Projects including this Code;
- All staff have a duty to take reasonable care for their own health and safety and ensure they do not adversely affect that of others. JDV staff are not to be under the influence of alcohol or drugs, or use alcohol or illegal drugs whilst in the office or on a JDV job site.
- act equitably, fairly and reasonably;
- comply with all applicable statutory and regulatory requirements;
- respect the confidentiality of information entrusted to them in the course of their employment;
- maintain appropriate standards of conduct and behave in a way that upholds the reputation and name of JDV Projects;
- not engage in unlawful behaviour as defined by statute;
- treat other workers, contractors, visitors and members of the public with respect,
- maintain knowledge and understanding of their area of expertise for the efficient performance of their duties;
- exercise their best professional and ethical judgement, making decisions fairly, objectively and without bias, using the factual information available, and where appropriate documenting those decisions;
- comply with professional conduct as documented in the Purchasing Control Procedure
- maintain a co-operative and collaborative approach to all working relationships;
- perform duties diligently and conscientiously and in accordance with proper, reasonable and lawful supervisory directions; and
- ensure efficient and effective use of JDV Projects resources.

Professional Conduct During Client Dealings

In performing their duties all workers must work in line with the principles set out above;

Workers and representatives of JDV Projects may be required to visit the premises of clients in the course of their work. Under no circumstances are workers to provide their home telephone number or home addresses to clients. Workers may give clients company telephone numbers to use for appointment confirmations or cancellations.

EMPLOYEE CODE OF CONDUCT CONTINUED

Workers are expected to maintain the same high standards of conduct required by the company at all times and must clearly identify themselves before entering a client premises.

If the client makes suggestive remarks or conducts themselves inappropriately while a company worker / representative is on the premises, the worker / representative must make it known to the client that they are not comfortable with the remarks, gestures or conduct. Indicate to the client that they have placed the worker / representative in an uncomfortable situation and politely ask them to stop.

If the conduct / behaviour continues, the worker / representative must excuse themselves and leave the premises immediately.

If a client requests that the worker leave the premises or declines to let the worker enter the premises the worker must depart the premises as soon as possible without argument or debate.

Every client visit must be documented where a circumstance occurs that the worker / representative has had to leave due to the conduct / behaviour of the client, they must also call their manager immediately to report the incident, full details of the visit must be recorded.

All other complaints or other issues about a client should be documented and brought to the attention of the Managing Director as a matter of urgency.

If at any time during a visit, individuals or conditions appear unsafe or threatening for any reason, workers must leave the premises at once.

Workers are instructed to use the following safety measures during premises visits:

- Confirm directions to the premises.
- Carry a mobile telephone with a charged battery.
- Park in full view of the client's premises. Avoid parking in side streets.
- Use common thoroughfares and avoid isolated stairs.
- Never enter or stay in a premises if your personal safety is threatened.

Drivers licence and other relevant licences

JDV Projects insists on safety in the workplace and encourages the same on public roads and amenities. Breaking of road rules and loss of drivers' licence points affects both the safety of workers and the performance and productivity of the company.

Should a worker be required to drive a motor vehicle or other vehicle during the course of their employment it is mandatory for each worker to ensure that their licence is current. A worker must also notify the company immediately should their licence no longer be valid for any reason. Failure to do so and continuing to drive on JDV Projects business may result in termination of employment.

Company Property

Workers entrusted with Company property of JDV Projects, such as equipment, materials, building facilities and general company property, shall ensure that the item is maintained and well cared for at all times.

Loss, damage or defectiveness of such item, must be reported immediately.

Theft

All materials, resources and equipment owned by JDV Projects are the property of the company. Taking of these materials and resources for personal gain is considered theft.

If an individual has been suspected of taking company property they shall be investigated or asked to present their belongings for a search. If it is found that company property has been taken without the consent of a manager, this will lead to dismissal.

Individual(s) found taking company property for personal gain will be expected to return these goods or to reimburse the company for the cost of these goods upon dismissal.

EMPLOYEE CODE OF CONDUCT CONTINUED

Theft is a criminal offence and shall be treated as such by the company. Authorities will be called in to investigate circumstances and charges will be laid where persons have been found in possession of company property.

Personal Property

If an item of personal property bears no resemblance to company property, it need not be documented and approved before entering/exiting the building via the reception or worker entrances.

If personal items resemble company property, the worker / owner may want to have an authorisation document signed prior to bringing the items on company premises to avoid the inconvenience of questions regarding ownership.

In most cases, the contents of handbags, briefcases, carry bags, tote bags etc are exempt from examination unless extenuating circumstances, (such as a recent spate of missing items), warrant a search.

Breach of The Code Of Conduct

Failure to behave in accordance with the JDV Projects Code of Conduct may lead to disciplinary action.

Workers should report suspected breaches of the Code of Conduct in the first instance to their manager. Particular breaches may be dealt with under the relevant JDV Projects policy in instances where the policy has a defined procedure or according to **Performance Management Procedure**.

If you have any questions in relation to this Supplier Code of Conduct, please contact Ray Levin, General Manager rayl@jdvgroup.com.au.



Jason De Vos
Managing Director
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