

Code of Conduct



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Relevant Company

Advanced Braking Technology Limited
Advanced Braking Pty Ltd
All companies collectively referred to as “ABT”

Employees Covered

All ABT employees and employees of ABT subsidiary companies.

Purpose

To ensure all ABT employees are familiar with the policies regarding the expected standard of behaviour in the course of their employment are understood and adhered to.

Policy Principles

All businesses require clear rules and procedures governing personal conduct to ensure that efficient operation of the business and to make sure employees understand the Employers expectations.

The following rules specify those actions which are prohibited and any employee who fails to observe these rules and procedures will be subject to the Disciplinary Procedure.

ABT reserves the right to introduce new policies and to cancel and amend these policies from time-to-time and to advise employees accordingly.

Attendance

All employees are required to start work on time, to observe the proper times for breaks and to work until the scheduled end of their work day.

Employees not able to attend work for any reason musts make all reasonable efforts to advise their manager before their starting time on each day of absence. The manager must be advised of the reasons for the absence and the expected date of return to work. Absences due to sickness may require presentation of medical certificated.

Where it is deemed appropriate by ABT, employees will be required to comply with procedures regarding time recording.

Performance of Duties

Employees must carry out instructions given by a person authorised to give such instructions, but no employees shall be required to do anything which might endanger themselves or any other person.

Employees must apply themselves diligently to work during working hours and must not undertake other activities without the prior approval of their manager.

Employees must not deliberately or carelessly do anything that will result in poor quality output or which may bring ABT into disrepute.

Alcohol and Prohibited Drugs:

No alcohol is to be consumed on ABT's premises without the express approval of the Manager.

No prohibited drugs are to be brought into ABT's premises or consumed during working hours.

Employees on prescription drugs which may impair their personal safety, or the safety of other persons, should report the matter to their manager to allow a proper evaluation to be made.

Any employee who is suspected of having consumed alcohol or prohibited drugs and who, in the opinion of their Manager, is not capable of satisfactorily performing normal duties will be stood down without pay, pending further investigation and possible disciplinary action.

Property

Unauthorised removal or unauthorised possession of ABT's property, or the property of other persons, is strictly prohibited.

A Manager shall be entitled, without prior warning, to inspect an employee's locker or bags but this shall only be carried out in the presence of the employee concerned, and in the presence of a witness.

Wilful damage to property is not permitted.

Note: all serious cases, particularly those related to unauthorised possession of property, will be referred to the Police. Any disciplinary action ABT may take is quite separate from, and in addition to, any action the Police choose to take.

Vehicles

An employee shall only be authorised to drive a business motor vehicle as an employee if he/she is in possession of a current driver's licence for the appropriate class of motor vehicle.

Subject to the above, an employee may use company vehicles for work related purposes provided their Manager has given prior permission.

ABT is not responsible for any traffic violations whilst the vehicle is in the employee's care, other than those which are properly the responsibility of the vehicle owner.

Unauthorised or irresponsible use of a company vehicle, or a vehicle owner by a customer or supplier, is strictly prohibited.

An employee whose duties require the driving of a motor vehicle may have their employment terminated in the event of a driving offence conviction resulting in loss of licence.

Note: Should an employee be involved in an accident while driving a company motor vehicle and be found to be at fault, the employee may face disciplinary action. Depending on the seriousness of the incident, and the circumstances surrounding the accident, this may include the employee being issued a final written warning or termination of employment by ABT. In addition, the employee shall be held liable to pay the cost of any repairs to (or replacement of) any of the vehicles involved that are not covered by insurance, including any excess payable to the insurance company.

Where an employee is provided with a vehicle for the purposes of his/her job the provision of the vehicle is at the discretion of ABT and does not form part of that employee's remuneration. Where such a vehicle is provided, ABT reserves the right to cease providing such a vehicle or modify or restrict its use in accordance with the needs of the business and in such a case no compensation shall be payable to the employee.

Internet/Email/Computer/Mobile Phones

ABT provides Internet and email facilities for business purposes. ABT will not sanction excessive or unreasonable personal use of such systems and may at any time audit email and data files.

Viruses

Any employee who receives any email or files from an individual or entity they do not know, or is suspicious about any email or files, must not open them but must contact the system Administrator immediately.

Unacceptable Use

The use of business internet and email facilities for the following is expressly forbidden:

- Distribution or saving of material that is illegal in Australia or country of destination
- Distribution or saving of material that negatively reflects upon a particular race, gender, religious belief, nationality, marital status or sexual orientation or is likely to cause offence.
- Distribution of copyright material without written approval or permission of the author(s)
- Distribution of material that may negatively reflect on ABT's reputation, or the issuing of unauthorised statements as being attributed to ABT
- Carrying out or attempting to carry out impersonation, misrepresentation or identity, forgery, substitution of mail, headers or any other identification marks.
- Using ABT's computer systems for gambling or soliciting for personal gain or profit

Use of ABT's Internet facilities to access social media applications or services is prohibited during working hours, unless specifically approved for your role. This includes accessing such sites during working time on your business or personal mobile. Making excessive personal calls and sending personal text or chat messages, is also prohibited.

Security

Employees must not send any confidential business material to unauthorised persons. All documents and mailing addresses must be checked before the email is sent.

Safety Procedures

Employees are required to work safely and observe all safety procedures.

False Declarations

Wilfully making false declarations is strictly prohibited.

Personal Behaviour

All employees are expected to conduct themselves in a socially acceptable manner. Specifically, threats, abuse or physical violence are strictly prohibited. Any conduct, whether verbal or physical which causes another to feel threatened or abused or in fear of physical violence is also strictly prohibited. Provocation will not be accepted as an excuse.

Harassment

Harassment of any kind is not permitted. This includes sexual harassment, racial discrimination and bullying. If an employee believes they have been subjected to harassment they must report the matter to their manager as soon as possible so it may be investigated.

Gambling

Illegal gambling is not permitted on ABT's premises.

Confidential Information

Other than in the proper performance of an employee's duties, you must not disclose to any third party any of ABT's confidential information.

'Confidential Information' includes all information of ABT or a related company, including but not limited to trade secrets, confidential know how, client lists, supplier lists, price lists, information about tenders and proposals to prospective clients, prospective client lists, information about products and services in development, business plans, marketing plans and computer software owned by or used by ABT, or a related company of which you become aware, or generated (both before and after the day this agreement is signed).

These restrictions apply both during your employment and after termination but will cease to apply to knowledge or information, which come into the public domain, other than by a breach of this clause. You may be required to sign a separate confidentiality agreement.

For the purposes of this clause, related company means a body corporate that is related to the Employer in the manner intended by section 50 of the Corporations act 2001.

Media Statements

Statements to media representatives relating to the business are prohibited without the express approval of the relevant manager.

Smoke Free Workplace

By law all workplaces must be smoke free. All employees must observe this requirement. Any rules relating to outdoor smoking areas, or areas near entrances or exits to buildings where smoking is prohibited, will be published on the notice board.

Outward Goods

No goods are to be removed from ABT's premises unless all required documentation has been completed and processed in the prescribed manner.

Other

Any action, which by its nature and in light of reasonable community standards would be adjudged to be misconduct, is prohibited.

Serious breaches of this code may result in the Employee being dismissed without notice.