

# HR4.2 Code of Conduct

## Purpose

1. The purpose of this policy is to make it clear what SAVVY expects from employees, and employees are required to be familiar with and comply with the terms of this policy at all times. Failure to do so may result in disciplinary action, including potentially termination of employment.

## Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management

## Legislative Alignment

1. Nil

## Key Responsible Executive

Chief Executive Officer

## For More Support

Head of People and Culture

## Policy Statement

1. At SAVVY we require that all of our employees conduct themselves according to the highest standards of ethics, integrity, and behaviour when dealing with our participants, colleagues and other stakeholders. This includes, but is not necessarily limited to, full compliance with all legal obligations imposed by statute or any other source of law.
2. This Code establishes the standards of behaviour that must be met by all employees. Where these standards are not met, appropriate disciplinary action will be taken. In cases where the breach involves serious misconduct, this may result in summary dismissal. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police may be notified.
3. In so far as this policy imposes any obligations on SAVVY, those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees, they are discretionary in nature and are also not intended to be contractual. They set the terms and conditions of employment that are intended to be contractual out in an employee's written employment contract.
4. SAVVY may unilaterally introduce, vary, remove or replace this policy at any time.

## Procedures

### 1. Standards of conduct

#### a. The standards expected of employees include:

- i. Compliance with all Company and workplace policies, procedures, rules, regulations and contracts; Compliance with the National Disability Insurance Scheme Code of Conduct;
- ii. Compliance with all laws;
- iii. Compliance with all reasonable and lawful instructions given by or on behalf of SAVVY; Devotion of the employee's entire time, attention and skill during normal working hours and at other times as reasonably necessary for the employee to perform their duties;
- iv. To be honest and fair in dealings with customers, participants, co-workers, Company management and the general public, and to treat them with courtesy and respect;
- v. To be faithful and diligent, and actively pursue SAVVY's best interests at all times;
- vi. To work in a safe and compliant manner, and to observe all workplace health and safety rules and responsibilities;
- vii. Refraining from any discriminatory, bullying or harassing behaviour toward customers, participants, co-workers, Company management and the general public;
- viii. To not make any statements to the media about the Company's business, unless expressly authorised to do so by Bunji (requests for media statements should be referred to the CEO );
- ix. To not make any statements about SAVVY on social media, or any other public platform, that may harm SAVVY's reputation;
- x. To not, in connection with the employee's employment, accept any financial or other benefit from any entity other than SAVVY – unless acceptance of such benefit is in accordance with SAVVY's other workplace policies or is otherwise disclosed to SAVVY and expressly permitted by SAVVY;
- xi. To not engage in any employment or provide any services to any person or entity other than SAVVY, except with SAVVY's prior written consent;
- xiii. To not engage in any employment or provide any services to a supplier or competitor of SAVVY, except with SAVVY's prior written consent;
- xiv. Immediately disclosing any potential, perceived or actual conflict of interest (whether direct or indirect) that may give rise to a conflict with the performance of the employee's obligations to SAVVY, or SAVVY's business, confidential information or reputational interests. SAVVY may direct employees to take action to eliminate or reduce any such conflict, and employees must comply with such directions;
- xv. To not engage in conduct, whether during or after work hours, that in the opinion of SAVVY causes damage or potential damage to SAVVY's property or reputation;
- xvi. To not use, or come to work while affected by use of prohibited drugs or alcohol;
- xvii. To not discriminate on the basis of personal characteristics including (but not limited to) sex, race, disability, pregnancy, age, marital status or sexual orientation;
- xviii. To ensure and maintain punctuality;
- xix. To respect SAVVY's property;
- xx. To dress in an appropriate manner and to ensure that appearance is presentable, clean, neat and tidy (including but not limited to wearing any uniform that is required of you by SAVVY);



- xxi. To not use Company internet to access and/or download sexually explicit material or other offensive material;
- xxii. To not use Company email to send sexually explicit or suggestive material, or other offensive or harassing material;
- xxiii. To maintain both during employment and after termination of employment with SAVVY, the confidentiality of any confidential information, records or other materials acquired during the course of employment;
- xxiv. At all times, behave in a way that upholds SAVVY's core values and the integrity and good reputation of SAVVY;
- xxv. Reporting any conduct of other workplace participants which is in breach of any of the above, or potentially in breach of any of the above, without delay.

### References to other SAVVY policies and external sources

1. HR1.8 Equal Employment Opportunity and Discrimination
2. HR4.3 Bullying and Harassment
3. Org1.6 Diversity

### Summary of attachments

1. Nil

### Version Control

1. 1 April 2023 - New Policy Creation