

HR04

Code of Conduct Policy

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Introduction

Purpose

Recycal is guided in all of its activities by a commitment to the principles of equal employment opportunity and social justice, high ethical standards including accuracy, honesty, cooperation, respect, tolerance and acceptance of obligations as well as rights.

This policy covers the behaviour of all employees, and contractors working for Recycal; and the way that they can expect to be treated in turn by Recycal.

Scope

This policy is relevant to all staff, contractors, and visitors of Recycal.



General Statement of Policy

Responsibilities

Recycal aims to create a positive and equitable work environment in which all staff are treated fairly and with respect and are supported in realising their full potential.

This Code of Conduct regulates the behaviour of employees and those representing Recycal, e.g. contractors, and the way they can expect to be treated in turn by the company. This code forms part of each staff members employment conditions and shall be read in conjunction with other related procedures and policies regarding expectations (e.g. Anti-Discrimination, Bullying, Harassment and Equal Opportunity etc.).

This Code of Conduct aims to foster and maintain trust and confidence in the integrity and professionalism of Recycal by ensuring that all employees and contractors:

- maintain appropriate standards of conduct
- develop the skills necessary to efficiently perform their duties
- maintain fairness in decision making
- create and maintain a culture of respect in the workplace and in the community
- maintain and enhance the reputation of the organisation
- adhere to appropriate ethical standards.

Code of Conduct Expectations

The personal and professional behaviour of Recycal's employees and contractors should conform to the standards that are reasonably expected of people in such positions. This includes:

- a commitment by employees, and contractors to adhere to professional standards
- the promotion of the rights of employees within the organisation
- conduct that is professional and which has regard to the interests and policies of Recycal
- conduct that will not compromise either their position or the position of the company
- a commitment that employees and contractors will ensure that the needs of the clients are met.

The Code of Conduct operates in conjunction with State and Federal workplace legislation and does not exclude or replace the rights and obligations of any individual under that legislation.

Values

All individuals covered under this Code of Conduct have obligations that directly relate to the following Recycal values.

The obligations contained in this policy define the standards of values and conduct required by all individuals.

1. Recycling with innovation
2. Compassion
3. Accountability
4. Respect for people
5. Energy and passion

Employees and contractors should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles and values are observed at all times. New employees shall be inducted into the Recycal Code of Conduct.



General Statement of Policy

1. Recycling with innovation and sustainability

We promote recycling at every level, through innovation and research with green energy. We strive for continuous improvement and new ways of better recycling, directing waste from land fills to create a better world, a better environment.

2. Compassion

We express kindness, empathy and compassion in all that we do. We care deeply for our staff, clients and the environment. We support and look out for each other.

3. Accountability

We are trusted, empowered and accountable for our contribution, performance and outcomes. We celebrate our achievements (big and small) and learn from our mistakes.

4. Respect

We express ourselves through open, honest and respectful communication. Everything we do is founded on connection, credibility, trust and professionalism; underpinned by a deep and genuine respect for our staff and our clients.

5. Energy and passion

We are driven by our collective energy, passion, resilience and motivation to make a difference. We are propelled by our shared vision of making the world, our environment, a better place for future generations.

Ethics

Recycal fosters the values of openness, honesty, tolerance, fairness and responsibility in social and moral matters.

Three universal ethical principles, which underpin the Recycal Code of Conduct, and which will assist employees in the identification and resolution of ethical issues that might arise during their employment, are:

- Equity and Justice - People are to be treated fairly - i.e. not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In a just community, all members can access opportunities that allow for their full participation in that community.
- Respect for People - People should be treated as individuals with rights to be honoured and defended. Respect empowers others to claim their rights and to achieve their potential. Respect for the rights of other people is the basis on which individuals become members of a community and accept their social responsibilities to behave with integrity.
- Personal and Professional Responsibility - The principle of taking personal and professional responsibility requires not only that people avoid doing harm to others, but also that they exhibit courteous behaviour upholding the standards expected of all employees of Recycal as part of achieving a common goal.

Avoiding Conflicts of Interest

Employees and contractors should be honest in carrying out their duties. They must avoid situations in which their private interests, whether financial, personal or otherwise, might reasonably be thought to create an actual or perceived conflict of interest with their duties to Recycal. It is expected that employees must recognise, declare and manage potential or perceived conflicts of interest.



General Statement of Policy

Public Comment

Public comment by employees in their capacity as private citizens is certainly permitted taking into consideration the general principles of this procedure.

Where a staff member of Recycal comments publicly in connection with a political party or special interest group activities, it should be made clear that such comments are made on behalf of the political party or association which they represent, and not in their capacity as a staff member of Recycal.

In making private comment (including via electronic means such as email, social networking and the internet), every effort must be made to ensure that the opinions expressed are not represented as the official view of Recycal, and the person making the private comment should not seek to use their Recycal affiliation to add status to the comment.

Comments made by an employee in a private capacity should not compromise or be perceived to compromise that person's ability to carry out their duties or to implement approved Recycal policy.

Public comments (e.g. to media) made by an employee on or on behalf of Recycal is only permitted where approval has been obtained by the Chief Executive Officer (CEO).

Standards of Performance

Staff members should endeavour to maintain and enhance their skills and expertise and keep up-to-date knowledge associated with their particular field or area of work. High standards of performance and a focus on customer service are expected.

Duty of Care

Proper care and attention should be exercised when undertaking employment-related activities, particularly where others will rely on the advice or information offered. Employees and contractors of Recycal have a duty to take reasonable care and to avoid causing harm (mental or physical harm) to others.

Employees and contractors must follow safe working practices and actively promote safe working conditions and environments for all employees and members of the community using Recycal facilities. Managers are responsible for ensuring that activities within their areas are undertaken with due diligence for the health and safety of all people.

Outside Interests

Employees should ensure that outside interests (including outside employment) do not interfere with the performance of Recycal's duties or responsibilities.

Disclosure of Fraud or Corrupt Conduct

Fraud, corrupt conduct or maladministration is contrary to law and will endanger the operation and reputation of Recycal.

Employees and contractors are encouraged to report genuinely suspected or known fraud or corrupt conduct to the CEO or appropriate external authorities.

Where an employee discloses impropriety or corrupt conduct to appropriate authorities, this must not result in harassment or other reprisal action by staff.



General Statement of Policy

Economy and Efficiency

All staff have a responsibility to ensure that resources provided by Recycal are managed effectively.

- Employees should use Recycal resources only for legitimate Recycal purposes.
- Employees should avoid waste and promote recycling.
- Employees should maintain adequate security over Recycal's property, facilities and resources (this also includes securing any customer property and facilities).

Use of Property and Resources for Recycal Purposes

- Vehicles, material, financial and computerised resources should be used only for the legitimate purposes for which they are provided by Recycal.
- The forwarding of offensive, obscene or threatening messages by telephone, email or other electronic means is contrary to Recycal's policy and may be unlawful.
- Access to email and the internet are provided to employees to enhance their business activities and should be used only for this purpose.
- Employees may occasionally need to use Recycal resources for private purposes. Staff should ensure that such use is kept to a minimum, and ask for written permission before proceeding.

Avoidance of Waste and Security of Recycal Property and Facilities

- Resources should be used economically, waste avoided, and recycling promoted
- Equipment, materials and Recycal facilities should be treated with appropriate care and be secured against theft or misuse.
- Employees should report possible breaches of security to the appropriate authority.

Implementation

Breach of this Policy

Failure to comply with the principles of this policy, or of the supporting procedures and forms, could result in appropriate disciplinary actions, suspension, termination of employment (dismissal) or termination of vendor contracts and agreements. Additionally, individuals may be subject to loss of company access, privileges, civil, and/or criminal prosecution.

Policy Review

This policy will be reviewed annually or as required to reflect changes in business practice or legislation.

Dissemination of Policy

A copy of this policy will be made available to each worker upon commencement of work and additional copies will be made available upon request.

Authority and Responsibility

This policy is issued under the authority of the Chief Executive Officer of Recycal.

Legislation

- a) Fair Work Act 2009 (Commonwealth)
- b) Fair Work Regulations 2007 (Commonwealth)
- c) National Employment Standards (NES)
- d) Privacy Act 1988 (Commonwealth)



Handwritten signature of Doug Rowe, dated July 21st, 2023.

Doug Rowe
Chief Executive Officer
Date: 21st July 2023



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