

Code of Conduct Policy



**MARITIME
CONSTRUCTIONS**

Objective

This Policy has been developed to define the expectations on employees relating to Conduct.

Maritime Constructions expects all employees to observe the highest possible standards of behaviour, ethics and integrity as a condition of their employment.

The standards expected of employees include:

- Compliance with all company policies, procedures, rules, and contractual obligations
- Compliance with all relevant industry legislative requirements in the performance of all duties
- Adherence to appropriate Professional Codes of Practice and/or Ethics
- Compliance with all reasonable and lawful instructions of Managers/Supervisors
- Observation of work health and safety rules, responsibilities and practices at all times
- Acting with due care and consideration to the environment
- Adherence to the confidentiality of any information, records or other sensitive material acquired, during employment and/or after the cessation of employment with Maritime Constructions
- Applying honesty and fairness in all dealings with clients, co-workers, management and the general public
- Respecting Maritime Constructions equipment, supplies and property
- Not fighting in the workplace
- Not using offensive language and/or behaviour in the workplace
- Not practicing any form of discrimination or harassment in the workplace
- Not consuming, or being under the influence of, alcohol or other drugs whilst in the workplace

In addition to the above, employees are reminded that they should not make:

- Any unauthorised contact with any clients or customers of Maritime Constructions. Any client or customer issues should, in the first instance, be referred to the appropriate Manager/Supervisor
- Any unauthorised statements to the media about Maritime Constructions business. Requests for media statements must be referred to the appropriate Manager

A breach of this Code of Conduct by any employee will result in disciplinary action being taken.

Shane Fiedler

Chief Executive Officer

Date: 02 April 2020