

CODE OF CONDUCT

SKILLED Group's Code of Conduct supports our Mission Statement, Ethics Statement and our Values, and consists of the following principles: -

- SKILLED Group, as a Company, will conduct its business operations with full regard and compliance with all Local, State and Federal laws, by-laws, statutes and regulations.
- SKILLED Group's employees will at all times strive to the utmost of their abilities to deliver quality services to meet our clients needs.
- SKILLED Group's employees will always present themselves in a fit and tidy condition for work and be fully equipped to perform their work safely and competently.
- SKILLED Group's clients will be treated with respect, courtesy and a caring attitude to their business requirements.
- SKILLED Group respects the individual's right to join appropriate organisations and associations that can effectively represent their work interests.
- SKILLED Group expects its employees to work in a supportive and cooperative manner and to avoid physical, verbal or any other form of harassment of fellow workers. All cases of harassment will be promptly resolved through counselling and conciliation processes.
- When working for clients, SKILLED Group employees will adhere to all local and legal safety requirements, work instructions and directives and will refrain from any actions or work which is irresponsible, negligent or unsafe.
- SKILLED Group and its employees will not knowingly reveal trade secrets intellectual property or practices, which could be injurious to our clients or our own business interests.
- SKILLED Group will communicate the code of conduct to all its employees and managers.

Within these principles of the CODE OF CONDUCT, SKILLED Group has established STANDARDS OF CONDUCT with which it expects all employees to comply.

STANDARDS OF CONDUCT

Private Work

Employees may engage in work unrelated to SKILLED Group's activities in their own time. However, such work must not interfere with or affect the efficiency of the performance of the employee's normal SKILLED Group duties.

Employees of SKILLED Group cannot carry out any work or activity that draws upon, in any way, the resources of the company or that has any association with the company for private profit or material gain. Employees may be dismissed for undertaking such action.

Acceptance of paid employment during periods of recreation, sick or long service leave is also not permitted and employees could be dismissed.

Defence Reserves and Civic Duties

SKILLED Group recognises that employees with Defence Reserve status may be called upon to participate in exercises on an annual basis or required to travel overseas to fulfil defence obligations. Paid or unpaid leave to attend to such commitments may be granted after the consideration of each application and shall be determined by the State or General Manager. Paid or unpaid leave may be available for some recognised civic duties such as local Government Councillors. Each case will be determined on its merits by the immediate/local manager. (Refer to Defence Reserves and Community Service Training and Duties Policy for further details).

Use of SKILLED Group's Motor Vehicles

It may be necessary, as part of their job function, for employees to use a SKILLED Group vehicle. Such vehicles can be used on work-related business and for limited private purposes, such as taking the employee's family shopping. The vehicle must be left locked and parked safely while not in use and kept in a clean and tidy state. (Refer to the Motor Vehicle Policy for further details).

Public Comment

To ensure that information given to the news media is accurate, appropriate and conforms with SKILLED Group Policy, no public statement may be made on any matter concerning our work, our employees or our customers except by an authorised officer. (Refer Media Policy for details).

Absence from Duty

Employees unable to report to work for any reason, must advise their supervisor before the shift starts or as early in the day/shift as possible, giving the reason for the absence and its probable duration. If the anticipated length of the absence is not known immediately, (eg. pending the advice of a doctor) employees should arrange for their supervisor to be kept informed of progress. The appropriate leave application must be completed immediately upon return to work.

Absence from the Workplace

When it is necessary for an employee to leave the workplace for any reason, the supervisor must be informed. Apart from courtesy, the employee may be required urgently.

Punctuality

Should an emergency prevent the employee from starting work on time, at either the beginning of work or after a break, the correct and courteous action is to contact either the SKILLED Group supervisor or client or both as soon possible to explain the circumstances.

Confidential work and Company property

Confidentiality must be strictly observed and official information must not be disclosed unless it is appropriate in the normal course on the employee's duties. Any unauthorised disclosure of official information will result in disciplinary action. Employees are prohibited from removing company documents or information (in whatever format) from company premises or vehicles without authority. All company property must be returned to the company upon an employee ceasing employment with SKILLED Group.

Respect and care for the property of others

All employees shall have respect and consideration for the property and belongings of others, be they the company's, a colleague's, the customer's or the general public's. Employees shall not intentionally or wilfully damage, tamper with, remove or steal property or belongings which are not their own. Any employees proven to have done so shall be subject to the company Performance and Discipline process. The consequences of this process could include dismissal and/or criminal and civil action being taken against them.

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APPROVED BY:	Company Secretary Skilled Group Limited