

1 Code of Conduct

The Code of Conduct applies to all employees, contractors and volunteers representing Coefase Pty Ltd.

1.1 Coefase Pty Ltd Values

High performance delivered with honesty and fairness.

We value equal opportunity regardless of race, religion or gender

We value fair competition between organisations and rebuke any personal favour or solicitation of favour through personnel exchanging value.

We have a strong respect of intellectual property and an adherence to client confidentiality

1.2 IRAC Position – Integrity, Respect, Accountability and Consequences

1.2.1 Integrity

- Behave in ways consistent with the values of the organisation.
- Act honestly when performing your duties.
- Ensure you declare and appropriately manage interests that may conflict with the way you carry out your duties.
- Do not accept gifts, benefits or favours that may influence or be reasonably seen to influence your decision making.
- Ensure all selection decisions are based on merit.
- Conduct yourself in public in a manner that will not reflect adversely on Coefase Pty Ltd

1.2.2 Respect

- Treat members of the community, other team members and our associates and clients with respect and courtesy.
- Promote equity and value and utilise diversity in the work environment and in the community.
- Prevent unlawful discrimination against employees or persons seeking employment or using our services.
- Take reasonable care to ensure your own health and safety at work and avoid adversely affecting the health and safety of others.
- Do not engage in bullying or other forms of discrimination or harassment, including sexual harassment in or outside the workplace.

1.3 Accountability

- Ensure all decisions are transparent and in keeping with confidentiality
- Deal with all information gained through your work as confidential and
- Observe all legislative requirements, policies, procedures, and lawful and reasonable instructions from people with authority to give such instructions.
- Endeavour to ensure you, and those for whom you are responsible, perform well in order to meet or exceed performance standards and other organisational requirements.

1.3.1 Consequences

Breaching the Code of Conduct may result in disciplinary action ranging from a warning through to termination of employment and legal action.

1.4 The process and principles

1.4.1 Service to our clients

The service to our clients shall be carried out professionally, honestly and free from bias.

1.4.2 Conflict of interest

A conflict of interest is where your financial or other interests or those of an associate are, or may reasonably be seen to be, in opposition to your duties as a Coefase Pty Ltd representative.

Potential conflict of interests must be disclosed to your manager. The managers must eliminate any potential conflicts of interests.

1.4.3 Accepting gifts, benefits or favours

You should not accept gifts, benefits or favours where these may influence, or may reasonably be seen to influence, your decision-making. Conversely if clients request gifts in order to obtain work then this should be perceived as unfair practise and rejected.

1.4.4 Ensuring merit and equity

You must ensure that merit principles are applied in any selection process in order to select the most suitable applicants with abilities, aptitudes, skills, qualifications, knowledge, experience (including community experience) and personal qualities relevant to the position.

1.4.5 Conduct in public

Conduct in public shall be similar to the workplace. When representing Coefase Pty Ltd Conduct shall be fair and not bring negative publicity to the company.