



Code of Conduct Policy

1. Purpose

This Code of Conduct sets out the standards of behaviour expected of all employees, contractors, and representatives of **EIG**. It aims to ensure a safe, respectful, and lawful workplace that complies with the **Work Health and Safety Act 2020 (WA)**, the **Fair Work Act 2009 (Cth)**, the **Equal Opportunity Act 1984 (WA)**, and other relevant legislation.

2. Scope

This policy applies to all employees, contractors, consultants, labour hire workers, volunteers, and visitors while engaged in activities connected to the Company, whether on-site, off-site, online, or at work-related functions.

3. Expected Standards of Conduct

Employees must:

- **Comply with the law** – including workplace health and safety, industrial relations, anti-discrimination, and privacy laws.
- **Act honestly and with integrity** – no fraud, theft, or misuse of company property or information.
- **Respect others** – treat colleagues, clients, and third parties fairly, free from harassment, bullying, discrimination, or victimisation.
- **Maintain confidentiality** – protect sensitive company, employee, and client information.
- **Follow safety requirements** – work in accordance with company safety procedures and the WHS Act 2020 (WA).
- **Avoid conflicts of interest** – disclose any personal, financial, or other interests that may conflict with work duties.
- **Use company resources responsibly** – including IT systems, vehicles, equipment, and time.
- **Maintain professional behaviour** – including when representing the company at external functions, client sites, or on social media.

4. Workplace Behaviour

- **Bullying, harassment, and discrimination** will not be tolerated.
- **Drugs and alcohol** – employees must not be impaired by drugs or alcohol in the workplace.
- **Workplace relationships** must not interfere with performance, create conflicts of interest, or breach confidentiality.
- **Social media use** must not damage the company's reputation or breach confidentiality.

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5. Responsibilities

- **Employees** are responsible for complying with this Code and reporting breaches.
- **Managers and supervisors** must lead by example, address inappropriate conduct, and ensure fair treatment of all employees.
- **The Company** will provide training, enforce the Code consistently, and take disciplinary action where necessary.

6. Breaches of the Code

Breaches of this Code may result in disciplinary action, up to and including termination of employment. In serious cases, breaches may also be referred to external authorities (e.g., WorkSafe WA, Fair Work Ombudsman, Equal Opportunity Commission, or the Police).

7. Related Legislation & Policies

This policy should be read in conjunction with:

- Work Health and Safety Act 2020 (WA)
- Fair Work Act 2009 (Cth)
- Equal Opportunity Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA) (where applicable)
- Company policies on WHS, Discrimination & Harassment, IT Use, Confidentiality, and Grievances

8. Acknowledgement

All employees are required to read, understand, and follow this Code of Conduct. Employees will be asked to sign an acknowledgement form confirming their agreement to comply.

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