



Guidelines for Employee Behaviour and Conduct

Tranzworks has policies on Workplace Harassment, Discrimination and Equal Employment Opportunities. In keeping with the laws and philosophies behind these documents, we have established guidelines for employee behaviour and conduct.

The aim of these guidelines is to ensure that our sites are safe and secure for all employees, contractors and visitors.

All awards and Enterprise Bargaining Agreements contain conditions of employment. Employees are expected to abide by these. In addition to this all employees are expected to adhere to the following guidelines on behaviour and conduct. Failure to adhere to these will lead to appropriate disciplinary action. This may include termination of employment.

The Guidelines acknowledge the responsibility of all employees to act in an appropriate and socially acceptable manner.

All breaches and incidents involving these guidelines will be investigated thoroughly and impartially.

The following behaviour will be subject to appropriate counselling or disciplinary procedures:

1. Unsatisfactory work performance. Examples of this include but are not limited to:
 - Unsatisfactory quality or quantity of work
 - Absenteeism
 - Being late for work
 - Leaving work early
 - Taking unauthorised breaks
 - Failure to advise management if you are unable to attend work
2. Entering or leaving your workplace through incorrect or unauthorised exits.
3. Not complying with Occupational Health and Safety requirements, rules or regulations
4. Soliciting, collecting contributions or publicising information without the written permission of management

The following behavioural standards may be subject to suspension pending investigation and may result in termination of employment:

1. Misconduct. Examples include but are not limited to:
 - Fighting, starting a fight or contributing/inciting a fight
 - Theft of any kind
 - Abuse, destruction or vandalism of company property, customers property or another employees property
 - Smoking within a company building
 - Illegally signing off or on for work to claim additional benefit
 - Signing off or on for another employee
 - Falsification of records, making untrue statements or contributing to the falsification of records
 - Leaving the workplace without management permission.
 - Engaging in unhygienic acts within the workplace



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2. Verbal and/or physical abuse of a fellow employee, customer, contractor, or visitor
3. Possession or consumption of alcohol or any other intoxicating liquor within the confines of company property or buildings.
4. Being under the influence of alcohol whilst at work
5. Possession, consumption or being under the influence of any drug prohibited by law on company property or during working hours.
6. Refusing a reasonable directive from management
7. Threatening, bullying, coercing, intimidating, discriminating against, or interfering with fellow employees, management, visitors, contractors
8. Verbally or physically harassing (either sexually or non-sexually) other employees, customers, management, visitors or contractors.
9. Display of any pornographic material
10. Breaching confidentiality requirements associated with harassment allegations
11. Using company equipment for personal use such as computers and e-mail.
12. Display or handing over confidential company information and/or documentation either in written or electronic form, without the express written permission of management.

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