



## CODE OF CONDUCT POLICY

This policy forms the foundations in which all worker at Management and Compliance Solutions (MACS) are to conduct themselves.

This policy covers all MACS workers (employees and subcontractors), activities, departments, sites, and work conducted with our clients and customers. It is intended to be the foundation in which all workers conduct themselves whilst working at or with MACS.

All employees and subcontractors working for MACS are to ensure that they:

- Disclose and take all reasonable steps to avoid any conflict of interest;
- Use MACS and any clients or customers equipment and resources in a proper and safe manner;
- Maintain the strictest of confidentiality about MACS operations and activities, including those of our clients and customers;
- Behave in a manner that rejects discrimination, bullying and harassment, and promotes honesty and integrity;
- Comply with any lawful and reasonable direction given by MACS managers (or equivalent when at a client or customers location);
- Obey applicable compliance obligations and requirements of the BMS;
- Always behave in a way that upholds the MACS Vision, Values and the integrity and good reputation of MACS;
- Strive to deliver the highest quality of work and client/customer service, whilst managing risks/hazards and creating a safe and environmentally friendly workplace; and
- Treat everyone with respect and courtesy.

This Code of Conduct Policy is to be 'lived' at all levels within MACS. All supervisors and managers are to ensure this policy is communicated, understood and demonstrated by all employees and subcontractors working for or on behalf of MACS, every day.

A handwritten signature in black ink, appearing to read 'A Richards', is written over a horizontal line.

Managing Director