

SUBJECT:	Code of Conduct
APPLIES TO:	a) All Employees of the Spicers Group b) Contractors and Labour Hire persons
AUTHORISED BY:	Chief Executive Officer, Spicers Limited
REPLACES POLICY DATED:	November 2015

The Company may vary, amend, terminate or replace this policy at any time at the discretion of the Company and by authority of the Chief Executive Officer. Any reference to this policy in contracts of employment or any other Company-issued documentation is deemed to refer to this policy as varied from time to time.

1. PURPOSE

The purpose of this policy is to establish a clear standard of behaviour which is expected of Spicers employees and any contractors or labour hire persons that conduct work for Spicers. The policy is also designed to improve understanding of what acceptable and unacceptable behaviour in the workplace is.

2. APPLICATION

This policy applies to all employees of Spicers ("the Company") in reference to interactions both within the Company and external to it.

All non-employees engaging in work for Spicers, including contractors and temporary labour hire workers, are expected to abide by this policy for the duration of their work.

3. POLICY

Spicers has a clear expectation of appropriate work standards that foster a positive, productive and safe work environment for everyone.

All persons covered by this Policy will:

- act in accordance with local legislation;
- act in accordance with company policies;
- follow lawful and reasonable directives from management;
- promote the interest of the business;
- be aware of and align with Spicers' values and objectives;
- treat everyone with respect and courtesy and without harassment;
- not tolerate misconduct or inappropriate behaviour;
- report witnessed incidents of misconduct or inappropriate behaviour to a manager or the HR team;
- maintain the confidentiality of the company and refrain from disclosing or misusing company information;

- take reasonable steps to avoid a conflict of interest and disclose details of instances where this may occur with your direct manager;
- be accountable for their own actions and decisions;
- be ever mindful of the health and safety of themselves and others in the workplace;
- uphold the principles of equal opportunity and refrain from victimisation, bullying, sexual harassment, discrimination or any other anti-social behaviours; and
- perform their role with professionalism, care and responsibility.

4. BREACHING THIS POLICY

A breach of this policy by Company employees may result in disciplinary action up to and including termination of employment. Disciplinary procedures actioned by the Company will be taken in line with Spicer's policy *Performance Counselling and Discipline (G-P-008)*.

Independent contractors, temporary labour hire workers and suppliers who are found to have breached this policy may have their services or contract with Spicer's terminated.

5. RELATED POLICIES AND PROCEDURES

G-P-008 Performance Counselling and Discipline Policy

G-P-004 Equal Opportunity Policy

Workplace Health and Safety Policy Statement