



CODE OF CONDUCT POLICY

At Perkins, we aspire to be a business and employer of choice, which is recognised as having a positive impact on the community and the people it employs. Perkins is committed to encouraging a safe, supportive and productive work environment, where guidelines on the standard of ethical conduct and behaviour are clearly defined.

This Policy applies to all full-time, part-time and casual employees of Perkins, as well as contractors, temporary staff and subcontractors working for, or on behalf of Perkins, or in a Perkins workplace. Perkins expects all workplace participants to observe the standards set out in this code.

It is expected that all staff, contractors, and subcontractors will:

- Act ethically, with honesty and integrity, in the best interest of Perkins at all times
- Take individual responsibility to contribute actively in a prompt and reliable manner to all aspects of your role according to your job description, ensuring maintenance and development of knowledge and skills necessary to carry out your duties
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures
- Treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare
- Not harass, bully or discriminate against colleagues, members of the public and/or staff
- Maintain health and safety as your highest priority, demonstrating safe behaviour at all times in compliance with our policies and obligations and actively contributing to achieving our aim of an injury and incident free workplace
- Take individual responsibility for ensuring your own fitness for work to avoid adversely impacting on the health and safety of others
- Contribute to a harmonious, safe and productive environment/culture through professional workplace relationships
- Follow all lawful and reasonable instructions from Supervisors and Managers
- Do not use hateful, provocative, insulting, offensive, profane, or vulgar language or physical acts
- Not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of Perkins
- Not disclose official information or documents acquired through the course of your role
- Not make any unauthorised public statements regarding the business of Perkins
- Respect the confidentiality and privacy of all information
- Promptly report any violations of law, ethical principles, policies or this code

Management should:

- Ensure compliance with all procedures and policies including this Code
- Promote a team spirit
- Maintain confidentiality so far as is reasonably practicable when conducting investigations into grievances and disputes
- Avoid bias in decision making and exercise objectivity when administering rewards or discipline

Compliance with this Code is expected and non-compliance may result in disciplinary action including the termination of employment or contract for services.

Managing Director
30th June, 2026