

As an employee, it is important that you know what personal conduct is expected of you while on the job. In most instances, your own good judgment will tell you what the right thing to do is.

In addition to complying with CAJ & EM van der Voort Ltd (CAJ) policies and job specific requirements, you are also expected to obey the rules and regulations which apply to the CAJ properties on which you are assigned. If your performance does not meet position requirements, you may be subject to disciplinary action, up to and including immediate termination, with or without notice.

The following are examples of conduct prohibited by CAJ policy:

While discipline for standard violations will follow a progressive disciplinary procedure, CAJ reserves the right to implement discipline in accordance with the grievousness of the violation.

Violations of these or any other CAJ policies may subject you to disciplinary action, up to and including immediate termination:

- Theft, fraud, or other proven acts of dishonesty.
- Any harassment of another employee (verbal, physical, or visual), including sexual harassment such as offensive gestures, unwelcome advances, jokes, touching, or comments of a sexual nature made to or about another employee, vendor, or customer.
- Obtaining employment or promotion based on false or misleading information.
- Reporting for work under the influence of alcohol or any illegal substances; or possession, sale or distribution of alcohol or illegal substances while on CAJ premises or abusing such items while representing CAJ or conducting CAJ business.
- Repeatedly failing to meet job responsibilities, including insubordination, meaning refusing to follow legitimate instructions of a superior directly related to performance of one's job.
- Disrupting the work environment.
- Excessive absenteeism or unacceptable patterns of absenteeism.
- Job abandonment, meaning the failure to report to work without properly notifying one's immediate supervisor, or leaving a job assignment prior to completion of your responsibilities.
- Conduct that is likely to cause another employee, customer or vendor of CAJ embarrassment, loss of dignity, feelings of intimidation, or loss of opportunity, including all forms of discrimination and harassment.
- Committing any act, on or off CAJ's premises, which threatens or is potentially threatening to the reputation of CAJ or any of its employees, customers, or vendors.

## EXPECTATIONS

As your employer CAJ has certain expectations of you. As an employee you have expectations of CAJ

### CAJ's expectations of employees

CAJ expect you to:

- be present at work as required
- maintain agreed standards of performance
- comply with health and safety policies and procedures
- comply with all lawful and reasonable instructions
- maintain set standards of integrity, conduct, and concern for the public interest

### Employees' expectations of CAJ

CAJ has an obligation to behave in a fair and reasonable manner towards employees by acting in compliance with its legal commitments. To do this CAJ will develop and implement policies.

These include:

- impartial and open selection and appointment procedures
- clear statements of duties and expectations
- regular and appropriate communication and feedback about work performance
- fair rates of remuneration for competence, responsibilities and performance
- a safe and healthy workplace and work processes
- good working conditions including freedom from harassment or discrimination
- appropriate training and equipment
- equal employment opportunities
- opportunities for development.

## Principles of the Code

The Code of Conduct is based on three principles of conduct which all employees are expected to observe:

### First Principle:

Employees should at all times maintain proper standards of integrity, conduct, and professionalism.

CAJ and its stakeholders, and the job holder's professional colleagues have a right to expect that personal integrity, respect for people, impartiality, and respect for the law will be demonstrated at all times, together with technical expertise, personal effectiveness, and continuing professional development.

### Second Principle:

Employees should perform their duties honestly, faithfully and efficiently, respecting the rights of CAJ, partners, and customers.

You should carry out your duties in an efficient and competent manner in compliance with the policies and prescribed operating standards and procedures of the company.

You are expected to:

- comply with all reasonable instructions and work as directed by your manager
- consistently follow workplace instructions
- be familiar with, and consistently apply, the requirements of CAJ Employee handbook, as well as wider CAJ policies and procedures that affect your work, be consistent and fair in requiring compliance with statutory obligations
- not give any false information or make any false declaration
- not create any liability for CAJ beyond your authorisation
- show reasonable care for CAJ property, resources, and neither use nor approve them to be used for anything other than authorised purposes
- contribute to a safe workplace by knowing and carrying out your responsibilities (as an employee or as a manager) under health and safety legislation
- contact your manager within 30 minutes of your normal/rostered starting time, or in accordance with local instructions, if you are unable to work because of sickness, or an emergency.
- maintain the standard of dress and general appearance required in your workplace.

### **Third Principle:**

Employees should not bring their employer into disrepute through their private activities.

Personal behaviour. You should avoid any activity (work-related or private) which could reflect badly on CAJ or jeopardise its relationships with its suppliers or customers, employees, or the general public.

Whether any such activity constitutes misconduct will depend on the circumstances of the case and may vary according to the position you hold.

Minor offences against the law outside of your work may be of no concern to CAJ where they do not involve breaches of trust, or otherwise impair your ability to carry out your duties.

However, other cases may be of concern and may call into question fitness for continued employment. You must inform your manager immediately:

- of any criminal charge laid against you in a criminal court and any convictions you receive

If you are convicted of an offence which is punishable by a custodial or community-based sentence your continued employment will be subject to the discretion of the Owner.

Some situations leading to a court appearance may constitute serious misconduct and thus render your continued employment inappropriate, even though you may be placed on diversion or discharged without conviction.

### **Breach of Code**

Any behaviour or action which may be in breach of this Code will be given full and impartial consideration. If a breach is identified, disciplinary action may be taken.

CAJ's employment agreements, employee handbook and the Performance Management Procedure describe the process for disciplinary action, the primary aim of which is to correct unacceptable employee behaviour or performance. A copy of the employment agreement that applies to you and the manual are available. You should make yourself familiar with these procedures so you know what action may be taken if you breach this Code.

If you are unsure of the proper conduct for any situation, or the standards of performance expected of you, or think you might be at risk of breaching the Code, discuss the situation with your manager.

### **Duration of Employment**

CAJ do not require employees to commit to employment for any specific duration, and CAJ does not commit to employees that their employment will last for any specific duration.

Consequently, all employment by CAJ is considered at will. This means that CAJ may terminate your employment at any time for any lawful reason and likewise you are free to resign your employment at any time.

Only the Owner can modify this relationship and, even then, only in writing.

CAJ requests that employees give a two week notice of resignation.

Upon termination, you will be paid all earned wages by your next regularly scheduled payday.