

This policy statement is provided for Collins Construction Ltd (Collins).

## Introduction

At Collins (“the company”), we are committed to maintaining the highest standards of integrity and professionalism in our workplace. This Code of Conduct outlines our expectations regarding employees’ behaviour towards their colleagues, clients, and when engaging in company business.

This policy document is to be read in conjunction with our Harassment and Bullying Policy (Ref: HR-PO-002).

## General Behavioural Expectations

### ▪ Professionalism

Employees are expected to always conduct themselves in a professional manner. This includes, but is not limited to, appropriate dress, language, and demeanour.

### ▪ Respect and Courtesy

All employees should treat their colleagues, clients, and all other stakeholders with respect and courtesy. Discrimination on any grounds, harassment (whether sexual or otherwise), or any form of bullying is not tolerated. The company will take seriously and take action on any complaints of behaviours which infringe a person’s dignity and respect.

### ▪ Safety and Compliance

Adherence to company safety protocols and statutory regulations is mandatory. Employees must comply with all health and safety guidelines and report any hazards or incidents to management.

### ▪ Confidentiality

Employees must respect the confidentiality of information entrusted to them by the company or our clients, except when authorised or legally required to disclose such information.

### ▪ Conflict of Interest

Employees should avoid any activities or associations that could conflict with their responsibilities to the company or compromise their professional integrity.

### ▪ Substance Abuse

The use of illegal drugs or alcohol during work hours or in the workplace is strictly forbidden. Impairment at work due to substance abuse will not be tolerated.

## Expectations for Company Events & Out of Hours

### ▪ Conduct at Events

When attending out-of-hours or company events, employees represent Collins and should conduct themselves appropriately. This includes adherence to all the general behavioural expectations listed above.

### ▪ Alcohol Consumption

If alcohol is available at an event organised by Collins, our clients or subcontractors, it should be consumed responsibly. Employees are expected to avoid excessive drinking and behaviour that could lead to harm or embarrassment to themselves or others.

## **Social Media**

Employees should be mindful of their social media presence and avoid posting content that could negatively impact the company's image and reputation.

## **Harassment and Discrimination (Including Third-party Sexual Harassment)**

Our commitment to a workplace free of harassment and discrimination extends to company events.

Collins strictly prohibits sexual harassment of any kind. Inappropriate behaviour or comments will not be tolerated; and will be fully investigated and appropriate actions taken. This includes behaviours towards employees and third parties.

As a Collins employee, you may encounter individuals outside of our workforce, such as clients, suppliers, members of the public on our premises, or attendees at company-hosted events. If you experience sexual harassment from any of these individuals in connection with your work, it is considered third-party sexual harassment and will be investigated fully.

## **Reporting Misconduct**

Employees are encouraged to report any misconduct or violations of this Code of Conduct. This applies whether you are a victim of alleged misconduct or if you witness misconduct. Reports can be made to your line manager, HR or a Board Director. The Collins Board take all such complaints very seriously and all reports will be investigated thoroughly.

## **Enforcement and Compliance**

Compliance with this policy is mandatory for all employees, contractors, and project partners. Failure to do so may result in disciplinary action, up to and including termination of employment or contract.

This policy will be reviewed at least annually, or sooner subject to legislative changes, to verify that it is fit for purpose and in effective operation.



Jason Warren  
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