

# Code of Conduct

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VERSION 2.0

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Leading technology  
for optimising assets

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# Code of Conduct

## Index

<b>1. Scope</b>	<b>2</b>
<b>2. Aims</b>	<b>3</b>
<b>3. Business Conduct</b>	<b>3</b>
3.1 Ethical Conduct Code	3
3.2 Major Offences	3
3.3 Minor Offences	4
3.4 Reporting Breaches of the Code of Conduct	4
3.5 Gifts and Entertainment	4
<b>4. Employee Conduct</b>	<b>5</b>
4.1 Health and Safety	5
4.2 Harassment and Discrimination	5
4.3 Dress Code	6
<b>5. External Environment</b>	<b>6</b>
5.1 Responsibility to Environment	6
5.2 Communications and Stakeholder Management	7
<b>6. Information and Assets</b>	<b>7</b>
6.1 Information and Knowledge Management	7
6.2 Asset Usage	7
<b>7. More information</b>	<b>8</b>
<b>8. Review details</b>	<b>8</b>

# 1. Scope

## This policy applies to:

- board members
- all staff, including: managers and supervisors; full-time, part-time or casual, temporary or permanent staff; job candidates; student placements, apprentices, contractors, sub-contractors and volunteers
- how K2fly provides services to clients and how it interacts with other members of the public
- all aspects of employment, recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport
- on-site, off-site or after hours work; work-related social functions; conferences – wherever and whenever staff may be as a result of their K2fly duties
- staff treatment of other staff, of clients, and of other members of the public encountered in the course of their K2fly duties.

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## 2. Aims

K2fly is committed to achieving and maintaining a safe, productive and respectful workplace for staff, clients and the wider environment.

The aim of this *Code of Conduct* is to inform all K2fly employees of the general behaviours and standards that are expected. It does not aim to cover every rule or standard expected, rather a broad overview of the type conduct employees must follow.

By effectively implementing our *Code of Conduct* we will attract and retain talented staff and create a positive environment for staff.

## 3. Business Conduct

### 3.1 Ethical Conduct Code

K2fly operates with and expects employees to work with the highest of ethical standards and professionalism. Our relationships with staff, clients and the general population are consistent with the following principles:

- Respect for others
- Integrity and fairness
- Accountability and responsibility
- Honesty, trust and cooperation
- Merit and equity
- Understanding and respect for Indigenous and non-indigenous culture and heritage
- Avoidance of behaviour that compromise K2fly's interests, objectives or image

### 3.2 Major Offences

The following are considered major offences and will result in disciplinary action:

- Collusion, falsification or alternation of company information
- Dishonesty, misrepresentation or withholding the truth
- Misuse of company funds, property or data
- Possession and consumption of unauthorised substances on workplace or client property including alcohol or narcotics
- Purposefully disregarding health, safety or security procedures
- Physical or verbal assault towards staff, clients or other persons when representing the company

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- Use or possession of unauthorised weapon whilst on company or client property
  - Deliberate destruction or defacing of company property, equipment or data
  - Participating in or benefiting from unethical business decisions and actions
  - Disclosure of private and sensitive information

### 3.3 Minor Offences

The following actions are considered minor offenses and will be addressed with warnings, consultation and training:

- Poor timekeeping and punctuality
- Refusal or failure to follow work instructions
- Failure to report absence from work
- Unauthorised absence from work
- Negligence
- Inappropriate dress code
- Disorderly conduct; including invasion of personal space and excessive noise
- Failure to follow company policies and procedures

### 3.4 Reporting Breaches of the Code of Conduct

Everyone at K2fly is responsible for reporting any alleged breach, matter of concern or suspicious behaviour that may breach the Code of Conduct, to a member of management staff.

It is compulsory to report alleged or suspected major offences.

If you feel unable or uncomfortable reporting these issues to a member of management staff, please speak to CEO, Brian Miller or Chairperson, Jenny Cutri.

### 3.5 Gifts and Entertainment

We do not seek, offer or accept any payments, gifts, benefits, favours or entertainment:

- Beyond which is considered normal and legitimate business practice, or
- Which could be, or could be seen to be, inducement, incentive or reward

If a gift is offered that is considered inappropriate, the offer must be declined and reported to a member of management staff

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## 4. Employee Conduct

K2fly expects all employees to conduct themselves ethically and respectfully in the workplace abiding by the Ethical Conduct Code (refer to Section 3.1) and encourages avoidance of major and minor offences.

K2fly also expects a satisfactory level of performance and productivity from all employees regarding assigned work tasks. If you are unsure about the expected level of performance from your role, please speak with your direct supervisor or the CEO.

### 4.1 Health and Safety

K2fly is committed to creating and maintaining a healthy and safe workplace culture. We understand that the safety of staff, clients and the public is the most important aspect of all business operations.

K2fly also understands that staff health will affect the productivity, happiness and overall well-being of the workplace. We encourage and support a strong focus around mental, emotional and physical health through the following practices:

- Prevents and discourages the behaviour and harm caused by alcohol and other drugs
- Promotes physical, mental and emotional health for employees to maximize productivity
- Prevents and minimizes the adverse effects of fatigue, work conditions and excessive hours of work
- Encourage behaviours and attitudes that are conducive to a healthy and safe workplace

### 4.2 Harassment and Discrimination

Harassment and discrimination towards staff, clients or the public is not tolerated at K2fly and will be followed by disciplinary action. Unacceptable behaviour includes but is not limited to:

- Sexual harassment
- Racial discrimination
- Gender discrimination
- Bullying
- Victimization
- Humiliation
- Physical and verbal threatening and/or assault

**Please refer to the *Workplace Harassment and Discrimination Policy 2019* for more information.**

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## 4.3 Dress Code

K2fly expects office staff to wear smart casual business attire Mon-Thurs and casual business on Fridays. It is the responsibility of employees to demonstrate good judgement and uphold a professional image with clients.

Appropriate business attire includes:

- Males: suits, trousers, blazers, pullovers, collared shirts, smart shoes
- Females: suits, trousers, smart dresses, skirts, blouses, shirts, smart shoes, scarves

Inappropriate business attire:

- Males: denim, hoodies, activewear, hats, tracksuits, beanies, thongs, t-shirts, shorts
- Females: denim, hoodies, activewear, hats, tracksuits, beanies, thongs, t-shirts, shorts, tights, miniskirts, revealing dresses or tops

Casual Friday attire:

- Permitted: sneakers, denim, golf-shirt, jackets
- If attending a meeting or event smart business attire must be worn

If attire worn by an employee is deemed inappropriate, the employee will be asked not to wear the inappropriate clothing to work again. An employee may be sent home if deemed necessary.

If you are unsure about what is considered appropriate work/casual attire, please speak to a member of management staff or the CEO.

# 5. External Environment

## 5.1 Responsibility to Environment

K2fly is committed to fostering the sustainable use of the Earth's resources by “treading lightly”, recognising the approach of Australia’s Indigenous people in minimising our impact on the land.

We aim to incorporate better environmental practice into our core business plans and management processes, and aim to undertake responsible resource management practices to prevent pollution and reduce waste.

**Please refer to the *Environmental Policy 2019* for more information.**

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## 5.2 Communications and Stakeholder Management

K2fly understands that maintaining and nurturing customer and stakeholder relationships is very important for business success. We aim to protect our corporate reputation through efficient communication and engagement with stakeholders including professional behaviour as following:

- Consistent and transparent communication
- Always acting with integrity
- Actively listening to stakeholders
- Displaying strong leadership
- Delivering quality services
- Taking responsibility for actions

# 6. Information and Assets

## 6.1 Information and Knowledge Management

The accuracy, use and handling of information is critical to K2fly's integrity and reputation. Employees must:

- Not make any false or misleading entries
- Respect the confidentiality and privacy of information about K2fly, customers and peers
- Disclose all relevant information
- Ensure only those who are authorised are granted access information
- Use information only for the purpose required by K2fly
- Maintain appropriate confidentiality after ceasing a relationship, working or otherwise with K2fly

**Please refer to the *Data Privacy Policy 2019* for more information**

## 6.2 Asset Usage

K2fly employees have a responsibility to respect and correctly use/dispose of all K2fly assets. This includes but is not limited to:

- Ensuring appropriate use of equipment in a safe manner
- Appropriate disposal of assets (i.e. batteries)
- Corporate credit cards used only for approved K2fly operations

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- IT systems used only for K2fly business tasks

Please refer to the *Environmental Policy* and *IT Systems Usage Policy* for more information.

## 7. More information

For more information regarding the above Code of Conduct please refer to the following policies:

- *Environmental Policy*
- *Data Privacy Policy*
- *Workplace Discrimination and Harassment Policy*
- *IT Systems Usage Policy*

If you have a query about this policy or need more information, please contact the CEO.

## 8. Review details

This policy was adopted by K2fly on 27/09/2019

This policy was last updated on 29/07/2019