



## CODE OF CONDUCT

<b>MTG EXPECTS</b>	<b>MTG UNACCEPTABLE BEHAVIOUR</b>
<p>Employees will fulfil their role and responsibility as per the OH&amp;S Act            Employees will follow OH&amp;S policies &amp; Procedures            Managers will take appropriate action to eliminate hazards “as far as is practicable” from the workplace</p>	<p>Not wearing appropriate Personal Protective Equipment            Not reporting/Ignoring hazards, accidents and injuries            Breaching OH&amp;S and workplace safety guidelines            Leaving work without notifying Director or Manager</p>
<p>Employees will treat work colleagues, visitors and customers with respect, fairness and consistency.            Employees will work together co-operatively to ensure personal safety in the working environment.            Managers will take appropriate steps to ensure that the workplace is free from all forms of bullying, harassment and discrimination</p>	<p>Harassment or discrimination on the grounds of:            race, sex, marital status, disability, sexual preference, age, transgender, carer’s responsibilities, industrial activity, physical features, pregnancy, criminal conviction or religion            Verbal Abuse / Inappropriate language            Intimidation / Physical violence</p>
<p>Employees will maintain high standards of behaviour in the workplace at all times.            Employees            Managers will take appropriate steps to ensure that all policies are understood and adhered too.</p>	<p>Theft and Fraud            Pilfering or removing any property belonging to Maxwell T/G            Smoking inside Vehicle or customers property            Use of mobile phones while driving</p>
<p>Employees will not risk the safety of themselves and others by working whilst under the influence of Drugs and / or Alcohol            Managers will take immediate action if employee’s performance is affected as a result of using Drugs or Alcohol</p>	<p>Drugs or Alcohol to be taken/consumed on customers premises            Use, sell or supply illegal or un-prescribed drugs            Being under the influence of alcohol whilst at work            Working when affected by drugs &amp;/or alcohol            Supplying alcohol &amp;/or tobacco to employees under the age of 18            Supplying medicines to others</p>
<p>Employees will take pride in maintaining their workplace            Employees will treat with respect company facilities and personal property            Managers to take appropriate action if employees deliberately cause damage to company property</p>	<p>Defacing or damaging company or personal property            Not maintaining or storing tools/Vehicles correctly            Not maintaining work area in clean &amp; tidy condition            Allowing other employees to deface or damage company or personal property</p>