



CODE OF CONDUCT FOR EMPLOYEES

Policy number	1.04.2021	Version	1.01
Responsible person	General Manager	Scheduled review date	July 2022

INTRODUCTION

TABMA Workforce & Career Development Pty Ltd, trading as TABMA Apprentices & Trainees (TABMA), upholds that all employees are entitled to be treated with dignity, courtesy and respect in a workplace free of harassment and discrimination.

PURPOSE

The purpose of this document is to define the values of TABMA as a Group Training Organisation, lay out the ethical and behavioural conduct expected of its employees to uphold these values, and explain the actions that will be taken in response to any breaches of this code.

POLICY

Our Code of Conduct policy applies to all employees, contractors, senior management and the TABMA Workforce & Career Development Board of Directors. The policy is a framework of principle for conducting business dealing with other employees, host employers and suppliers. The code of conduct does not replace legislation and if any part of it is in conflict, the legislation takes precedence. This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism.
- Be responsible and scrupulous in the proper use of company information, funds, equipment and facilities.
- Be considerate and respectful of the environment and others.
- Exercise fairness equality, courtesy, consideration and sensitivity in dealing with other employees clients and suppliers.
- Avoid apparent conflict of interest promptly disclosing to the General Manager any interests which may constitute a conflict of interest.
- Promote the interests of TABMA.
- Perform duties with skill, honesty, care and diligence.
- Abide by policies, procedures and lawful directions that relate to your employment with TABMA and/or our clients.
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts.
- Under no circumstances may employees offer or accept money in any employment or business dealings.

- Any employee who in good faith, raises a complaint or discloses an alleged breach of the code, whilst following correct reporting procedures will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

TABMA expects co-operation from all its employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee in breach of this policy may be subject to disciplinary action, including termination.

Should an employee have doubts about any aspect of the code of conduct they should seek clarification from the General Manager or TABMA Australia's Chief Executive Officer.

This policy will be regularly reviewed by the TABMA Board and any necessary changes will be implemented by the General Manager.

REFERENCE

This policy aligns with National Standards for Group Training Organisations Standard 1.3, 1.5, 2.1, 8.2, 8.3

AUTHORISATION

Peter Andersen
GTO General Manager
18 May 2021