



# CODE OF CONDUCT POLICY

Tasman Oil Tools is committed to building and fostering a workplace where diversity is valued and providing a workplace that is free of discrimination, harassment and threatening, intimidating, or humiliating behaviour outlined in this Code of Conduct Policy. This policy describes the standards of behaviour and conduct expected from employees in their dealings with customers, suppliers, co-workers, management, and the public.

## **The Code Requirements:**

All employees are expected to observe the highest standards of ethics, integrity, and behaviour during their employment with Tasman. In general, all Tasman employees are to:

- Comply with all laws, policies, procedures, rules, regulations, and contracts.
- Comply with all applicable lawful and reasonable directions from Tasman management.
- Display the appropriate image of professionalism at the workplace.
- Treat customers, suppliers, co-workers, management, and the public in a non-discriminatory manner.
- Promptly report any violations of law, ethical principles, policies, and this code to the management.
- Maintain and develop the knowledge and skills necessary to perform duties and responsibilities.
- Observe health and safety policies and obligations and cooperate with all procedures and initiatives.
- Refrain from any form of conduct which may cause any reasonable person unwarranted offence.
- Respect Tasman's ownership of all its property including but not limited to funds, equipment, supplies, and confidential information, however described.
- Maintain the provided company vehicles in good and safe mechanical condition and must only be used for company business only.
- Not to make unauthorised statements to the media about Tasman's business.
- Do not use inappropriate or offensive language in the workplace.
- Never report for work in circumstances where there is a risk that you could be affected by or under the influence of drugs.
- Do not smoke during working hours unless it is during the prescribed breaks and within the designated areas.

## **The Code Principles:**

The Code of Conduct is based on Tasman's values and the principle of respect.

- Respect for each other.
- Respect for Tasman broader community, and
- Respect for reputation and environment.

## **Issues for Managers and Supervisors:**

- Ensure compliance with procedures when conducting counselling and discipline.
- Exercise objectivity when administering rewards and discipline.
- Maintain confidentiality when conducting investigations into grievances and disputes.

## **Code of Conduct Breach:**

A breach to Tasman's Code of Conduct may lead to disciplinary action including, but not limited to, termination of employment or services.

**James Wamp**  
Managing Director

A handwritten signature in black ink, appearing to read "James Wamp", written over a light blue horizontal line.

**Date** : 2 May 2022  
**Rev** : 1