

Code of Conduct Policy

Policy Statement

Rylex Plastics Code of Conduct Policy has been developed to outline our expectations towards employee's, contractors and other relevant interested parties while employed or engaged by the company. We promote open communication and freedom of expression, but expect all employees, contractors and relevant interested parties to follow our code of conduct at all times.

Code of Conduct Objectives

The Management and Staff at Rylex Plastics are committed and will strive to:

- *Ensure that all employees, contractors and other relevant interested parties are shown respect and dignity by colleagues in the workplace*
- *Implement activities in the workplace to ensure staff morale is kept at a high level*
- *Compliance to statutory, regulatory and other requirements*
- *Recognise achievements and improvements contributed by employees, contractors and relevant interested parties*
- *Provide a safe, healthy and environmentally sound place of work for employees, contractors and relevant interested parties*
- *Respect customers, employees, contractors and other interested parties personal and sensitive information*

Responsibilities

Employees and other relevant interested parties are expected to:

- *Have a clear understanding that they are accountable for their actions and decisions in the workplace*
- *Avoid engaging in behaviour which has, or has the potential to offend any persons in the workplace*
- *Avoid participating in serious disputes with any persons in the workplace*
- *Act in a safe, professional and honest manner at all times whilst at work*
- *Always wear uniforms and personal protective equipment provided by the company where necessary*

Approved by Ryan Melvin

A handwritten signature in black ink, appearing to read 'Ryan Melvin', is written over a light blue horizontal line.

Director

1st July 2019