




Code of Conduct

DOCUMENT REF	RTO-DOC-003
VERSION	1.2
DATED	1st February 2021
DOCUMENT AUTHOR	Luke Van Lith
DOCUMENT OWNER	Mark Van Lith/Managing Director

Revision history

VERSION	DATE	REVISION AUTHOR	SUMMARY OF CHANGES
1.2	1/02/21	Luke Van Lith	Converted into new format / updated

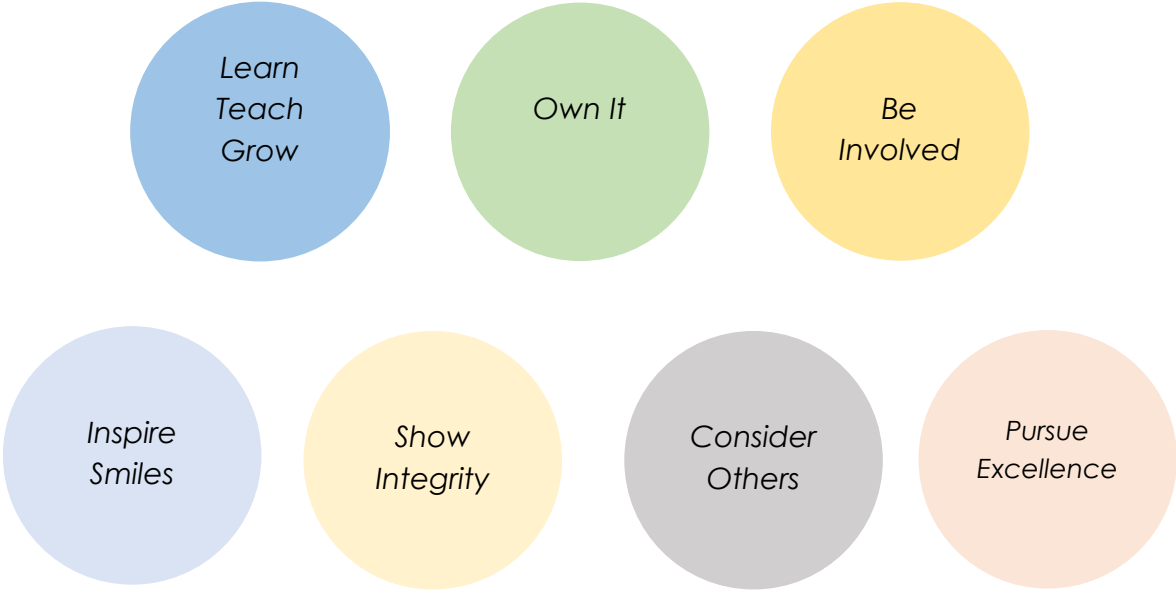
Approval

NAME	POSITION	SIGNATURE	DATE
Mark Van Lith	Managing Director		1/02/2021

Code of Conduct

Our Values are underpinned by the principles that embrace: Attitude, Belief, Success

Our Corporate Values



ABS Institute of Management (ABS) employees are required, under the Code of Conduct, to behave at all times in a way which upholds the company's values. Management are bound by the **Code of Conduct** in the same way as all ABS staff and have an additional duty to promote the Values.

The Code

The Code of Conduct requires that an employee must:

- observe behaviour which reflects the spirit and values of ABS
- behave honestly and with integrity
- act with care and diligence in behaviour and the performance of all duties and tasks
- treat everyone with respect and courtesy, and without harassment
- comply with all applicable Australian laws
- comply with any lawful and reasonable direction given by someone in ABS who has authority to give the direction
- maintain appropriate confidentiality about dealings that the employee has with staff, clients or managers
- disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment
- use ABS resources in a proper manner (refer to Internet & e-mail policy, mobile phones & motor vehicles policy)
- not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's employment
- not make improper use of:
 - (a) inside information, or
 - (b) the employee's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person
- at all times behave in a way that upholds the values, integrity and good reputation of ABS as outlined in this policy
- except in the course of his or her duties as a ABS employee or with the Manager's or Director's express authority, not give or disclose, directly or indirectly, any information about our business or anything of which the employee has official knowledge.
- maintain personal presentation in a clean, neat and presentable manner ie: clothing should abide by the terms outlined in the ABS Dress Code Policy
- smokers are encouraged to abide by office regulations and not smoke within the premises (7 metres from buildings). It should be conducted during normal breaks at morning and afternoon tea and during lunch.
- No alcohol can be consumed during business hours or is permitted on ABS premises unless it is an authorised and supervised ABS function.
- No drugs should be used or brought onto ABS premises (except as prescribed by a medical practitioner).