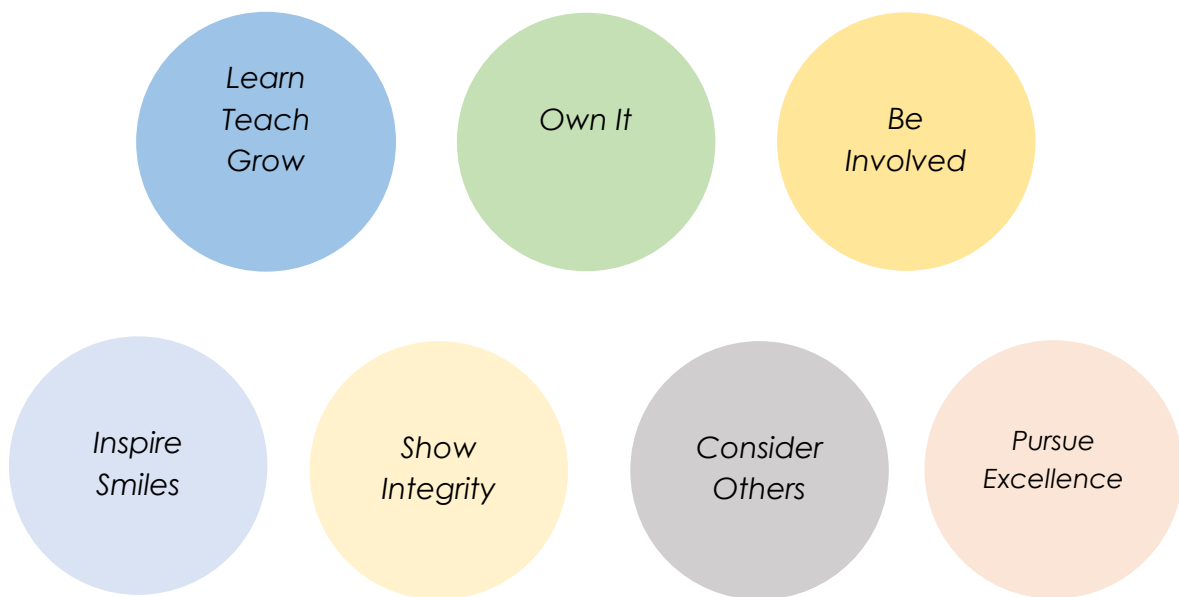


# Code of Conduct

*Our Values are underpinned by the principles that embrace:*

*Attitude, Belief, Success*

## ***Our Corporate Values***



ABS Institute of Management (ABS) employees must uphold company values as outlined in the Code of Conduct. Management is equally bound by the Code and must also promote these Values.

## The Code

The Code of Conduct requires that an employee must:

- Observe behaviour that aligns with the values of ABS Institute of Management.
- Behave honestly and with integrity.
- Act with care and diligence in all duties and tasks.
- Treat everyone with respect and courtesy, without harassment.
- Comply with all applicable Australian laws.
- Follow any lawful and reasonable direction from authorised personnel in ABS Institute.
- Maintain appropriate confidentiality regarding interactions with staff, clients, or managers.
- Disclose and take reasonable steps to avoid any conflict of interest (real or apparent) related to employment.
- Use ABS Institute resources appropriately as outlined in relevant policies.
- Do not provide false or misleading information in response to official requests related to employment.
- Do not improperly use inside information, duties, status, power, or authority to obtain any benefit or advantage for oneself or others.
- Uphold the values, integrity, and reputation of ABS as always outlined in this policy.
- Except when performing ABS duties or with express manager or director authorisation, do not disclose any business information or official knowledge.
- Maintain personal presentation in a clean, neat, and presentable manner according to the ABS Dress Code Policy.
- Smokers are expected to follow office regulations, refrain from smoking within 7 metres of buildings, and only smoke during designated breaks.
- Alcohol may not be consumed during business hours or on ABS premises except during authorised and supervised functions.
- Drugs may not be used or brought onto ABS premises, except those prescribed by a medical practitioner.