

# **BMG Code of Conduct**

## **Purpose**

BMG Air Conditioning believes in responsible social & ethical behaviour from all employees and expects them to maintain a high standard of conduct & work performance to maintain our reputation with customers. Good personal conduct contributes to a good work environment for all.

## **Principles**

BMG Air Conditioning employees contribute to our successes and that of our customers. BMG fully endorses that all employees are not deprived of their basic human rights.

Furthermore, our employees have an obligation to the business, our customers, and themselves to observe high standards of integrity and fair dealing. Unlawful & unethical practices undermine employee and customer trust.

## **Scope**

The code applies to all BMG employees, whenever you are identified as a representative of BMG. In some circumstances, this will include times when you are outside your immediate workplace or working hours, for example at work functions, out of hours work activities, or when you are in the community on behalf of BMG Air Conditioning.

## **Policy**

This policy provides the framework & principles for conducting business, dealing with other employers, customers, and suppliers. The Code of Conduct does not replace legislation, and if any part of it is in conflict, the legislation takes precedence.

BMG Employees are expected to:

- Act and maintain a high standard of integrity and professionalism
- Act in BMG's best interest and value the company's reputation
- Be responsible in the proper use of Company information, funds, equipment, and facilities
- Be considerate & respectful of the environment and others
- Exercise fairness, equality, courtesy, consideration, and sensitivity in dealing with other employees, customers, and suppliers
- Maintain a safe workplace and do not conduct yourself in a way that might risk the health & safety of yourself or others
- Avoid apparent conflict of interests, promptly disclosing to BMG senior management any interests which may constitute a conflict of interest
- Perform duties with skill, honesty, care, and diligence
- Abide by all BMG policies & procedures
- Immediately notify your management if you are aware of a breach of law or BMG policy or procedure
- 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 & confidential manner.

## Compliance

BMG Air Conditioning expects cooperation from all employees in conducting themselves in a professional, ethical, and socially acceptable manner of the highest standards. Failure to comply with the principles or the spirit of the code or the policy framework will be considered a serious breach of BMG policy and will be investigated. Breaches of the code or policy framework will result in disciplinary action, ranging from a verbal warning through to the termination of your employment for serious breaches.

While the code provides general guidance & minimum expectations regarding your conduct, no code or policy can ever cover every conceivable circumstance you may face. In everything you do, you are expected to listen to and act upon your conscience.

Authorised by: Brett Goodchild

Position: *Managing Director*

Date Approved: 04/10/22