

# FOLEY LOGISTICS PTY LTD

## CODE OF CONDUCT POLICY

ABN 84 678 819 504

### ○ INTRODUCTION

The Foley Logistics Code of Conduct sets the required behavioural standards for all individuals performing work for our organisation, including employees, subcontractors, labour-hire personnel and contractors.

While representing Foley Logistics, every worker must:

- Demonstrate honesty, integrity and professionalism
- Perform duties with due care, diligence and accountability
- Treat all individuals with courtesy, respect and without discrimination or harassment
- Follow all lawful and reasonable directions issued by authorised personnel
- Protect confidential and sensitive information relating to clients, partners and company operations
- Identify, disclose, and appropriately manage any actual, potential or perceived conflicts of interest
- Use company equipment, vehicles, digital systems and resources responsibly
- Uphold the values, reputation and ethical standards of Foley Logistics in all interactions

## ○ OUR COMMITMENT

Foley Logistics is committed to ethical conduct, lawful behaviour and transparent operations across all areas of the business.

We aim to ensure that all workers:

- Understand their responsibilities
- Are supported to make ethical decisions
- Are equipped to recognise inappropriate conduct
- Are empowered to raise concerns without fear of retaliation

We work to foster a culture built on professionalism, respect, trust and accountability.

## ○ HOW WE MEET OUR COMMITMENT

The Foley Logistics Code of Conduct outlines the behaviours expected from all workers and reflects the values that guide our actions and decisions.

### Our Core Values

- **Respect** – We treat everyone fairly and with professionalism.
- **Integrity** – We act honestly and ethically in all situations.
- **Accountability** – We take ownership of our decisions, behaviour, performance and safety.
- **Customer Commitment** – We deliver reliable, professional service to our clients.
- **Reliability & Safety** – We prioritise safety, care and responsibility in every task.

### Objectives of This Policy

- Promote ethical, lawful and socially responsible behaviour
- Establish clear expectations for decision-making and conduct
- Provide workers with guidance on acceptable and unacceptable behaviour
- Support disciplinary procedures when conduct breaches occur
- Reinforce a workplace culture grounded in our values

## ○ SCOPE

This Code applies to:

- All workers performing work for or on behalf of Foley Logistics
- All conduct during work hours, at work sites, in vehicles, on customer premises, during work-related travel and at work social functions

Workers always represent Foley Logistics during work-related activities and must uphold company values in every interaction.

## ○ RESPONSIBILITIES

### 1. Employer / PCBU Responsibilities

As the Person Conducting a Business or Undertaking (PCBU), Foley Logistics management is responsible for:

- Ensuring all workers understand this Code and behavioural expectations
- Ensuring workers follow policy requirements during all work activities
- Reviewing this policy and related practices regularly to ensure compliance with legislation, safety standards and industry expectations

### 2. Manager / Supervisor Responsibilities

Managers, supervisors, operational controllers, and fleet coordinators must:

- Ensure workers are inducted into the Code of Conduct and job-specific expectations
- Reinforce safe, ethical and responsible behaviours
- Identify and escalate Code breaches promptly
- Document and manage non-conformance using company HR and safety procedures
- Support workers in understanding expectations and reporting concerns

### **3. Worker Responsibilities**

A worker includes employees, subcontractors, labour-hire drivers, trainees, apprentices, volunteers and anyone performing work for Foley Logistics.

Workers must:

- Demonstrate Foley Logistics' values and behaviours at all times
- Take responsibility for their decisions, conduct and performance
- Follow job descriptions, lawful instructions, and company procedures
- Seek guidance when unsure about appropriate conduct
- Report Code breaches or unsafe behaviours using the correct reporting forms
- Cooperate in investigations or disciplinary processes arising from breaches

## **○ KEY AREAS OF THE CODE OF CONDUCT**

### **1. Policies, Procedures & Legislation**

Workers must comply with all relevant company policies, Chain of Responsibility requirements, heavy vehicle laws and WHS legislation applicable to their role.

### **2. Attendance & Punctuality**

Workers must:

- Report to work on time
- Notify management promptly if sick, delayed or unable to work
- Provide expected return time or supporting documentation when required

### **3. Dress, Appearance & Hygiene**

Workers must maintain:

- Clean, professional personal presentation
- Correct use of company uniform and PPE
- High hygiene standards
- Hi-Viz clothing, boots and safety gear in appropriate environments

#### **4. Personal Behaviour**

Workers must:

- Conduct themselves professionally
- Demonstrate positive behaviour that reflects company values
- Avoid conduct that could damage Foley Logistics' reputation

#### **5. Use of Equipment, Vehicles, Email, Phones, Internet & Social Media**

Workers must:

- Use company equipment and vehicles safely and responsibly
- Hold all required licences and authorisations before operating machinery
- Use digital systems for work-related purposes only (unless authorised)
- Avoid accessing social media on work devices during work hours
- Understand that electronic systems may be monitored

#### **6. Safe & Healthy Work Environment**

Workers must:

- Follow WHS procedures
- Report hazards, risks, and incidents
- Take reasonable care for their own safety and the safety of others

#### **7. Licences, Certifications & Requirements**

Workers must:

- Maintain all required qualifications, licences, and endorsements
- Notify management immediately if a licence is suspended or cancelled
- Understand that driving roles require continuous compliance with licensing obligations

If a licence is lost and required for work, alternative duties or disciplinary processes may apply.

## **8. Confidentiality, Privacy & Records Management**

Workers must:

- Protect confidential company, client and employee information
- Only access information relevant to their role
- Store and handle information securely
- Follow recordkeeping processes and avoid tampering with files or data

## **9. Ownership of Intellectual Property**

Any material produced for Foley Logistics during employment remains company property. All documents, equipment, data and digital assets must be returned upon termination.

## **10. Conflict of Interest**

Workers must:

- Disclose any personal or financial interests that could influence work duties
- Avoid activities that compromise objectivity or company reputation

Failure to disclose conflicts may result in disciplinary action.

## **11. Gifts, Commissions, Benefits & Gratuities**

Workers must not accept gifts intended to influence behaviour or decision-making.

Token gifts (under AUD \$100) may be accepted if there is no conflict of interest.

All gifts must be declared to management.

## **12. Public Conduct & Media Contact**

Workers must:

- Represent Foley Logistics professionally in all public settings
- Not speak to the media unless authorised
- Avoid discussing or criticising Foley Logistics on social media or public platforms

## **13. Bullying, Harassment, Discrimination & Unacceptable Behaviour**

Foley Logistics maintains zero tolerance for any form of:

- Bullying
- Harassment
- Discrimination
- Victimisation
- Aggressive or inappropriate behaviour

Workers must report any such behaviour immediately.

## **14. Diversity & Equal Opportunity**

All workers will be treated fairly and without discrimination based on:

- Gender
- Race
- Age
- Religion
- Disability
- Sexual orientation
- Any other protected attribute

## **15. Operation of Vehicles**

When operating Foley Logistics vehicles or using personal vehicles for work purposes, workers must:

- Drive safely and lawfully
- Demonstrate courtesy and professionalism on the road
- Comply with Chain of Responsibility requirements
- Avoid aggressive or negligent driving

All reports of unsafe driving behaviour will be investigated.

## ○ SUPPORTING POLICIES & PROCEDURES

This Code is supported by:

- Workplace Health & Safety Policy
- Chain of Responsibility Policy
- Employee Misconduct Procedure
- Drug & Alcohol Policy
- Fatigue Management Policy
- Social Media & Communications Policy

## ○ IMPLEMENTATION & EVALUATION

Foley Logistics will:

- Review this policy annually or earlier if legislative or organisational changes occur
- Evaluate effectiveness through audits, incident reviews and worker feedback
- Update procedures to ensure the Code remains relevant and effective

## ○ DOCUMENT CONTROL

Document Code: COC-FL

Review Frequency: 12 Months

Approved By: Director – Foley Logistics

Next Review Date: May 2025

Signed for and on behalf of Foley Logistics Pty Ltd



Director Signature

Official controlled copy is the electronic version.