



ALEC EPIS CLEANING SERVICES

CODE OF CONDUCT POLICY

Company Policy

Alec Epis Cleaning Services is committed to the highest level of presentation, honesty integrity and ethical standards in all of its commercial practices. You are required to behave in a manner consistent with current company standards, client stated requirements and community expectations, and in compliance with the legislation relevant to your role and responsibilities.

The Code of Conduct Policy requires you to abide by the Company policies provided to you at time of employment, during induction and periodic re-induction and as outlined in your employment agreement.

You are required to conduct yourself with courtesy to the client and community and to undertake to ensure you:

- Work within the safe work practices provided to you
- Do not endanger other workers or the public
- Report any workplace hazards immediately to your supervisor
- Abide by the environmental standards established for your workplace
- Attend the workplace at the designated times of employment
- Always maintain a clean and tidy appearance
- Do not harass, discriminate against, bully or intimidate others.

The code is important to the Company and also to those who do business with the Company. The Company needs to be able to trust that their standards in all business practices meet the necessary legal and regulatory compliances, client and community expectations.

The Code supports our business reputation and corporate image within the community because it indicates that the Company cares how it operates.

This Policy applies to all persons employed by the Company and associated businesses.