

1. Purpose

This Code of Conduct defines the minimum standards of behaviour deemed appropriate and acceptable for all **Dahlsens** team members and contractors.

2. Scope

This policy applies to any team members, consultants, agents, suppliers and contractors of Dahlsens for the purpose of this document collectively referred to as **team members**.

3. Policy Statement

This policy is in place to ensure our team members understand what is expected of them. Team members must act in a safe, professional and responsible manner at all times, complying with Company policies, procedures and values, and relevant legislation at all times.

4. Principles

4.1 Appropriate Workplace Behaviour

The Dahlsens Values set the expectation of how our team conducts themselves whilst representing the Company. These Values are: Take responsibility, Grow Together and Everyone Contributes.

In conjunction with aligning behaviour with these Values we expect team members will:

- Follow Company policies and procedures
- Respect the privacy of all parties, and protect the confidentiality of company information
- Respect and follow the law
- Ensure responsible and appropriate use of company assets and resources at all times
- Create a safe, non-discriminatory workplace
- Perform their work duties in ways that provide workplace safety and minimise environmental impact
- Promote and protect Dahlsens reputation in the wider community

4.2 Duties

In addition to the above, team members are employed in line with the terms of their employment contract and Position Description. Team members must perform their duties to the best of their ability in line with these terms and role requirements. Team members may be requested to perform duties outside the scope of their position requirements so long as these duties are reasonable and in line with their skills and abilities.

We work in small teams where every team member contributes to the success of the business. Therefore absences can have an impact on the smooth running of the team. We expect that you live the Dahlsens values by ensuring you Take Responsibility and follow the Leave Policy when you are unable to attend a rostered shift or unable to arrive at your scheduled start time.

4.3 Upholding the Law

4.3.1 Health and Safety

Dahlsens is committed to ensuring the health, safety and wellbeing of our people both in our workplaces and in the communities we operate within.

Under the jurisdictional Health and Safety Laws we all work and operate under both Dahlsens and individual team members have a duty of care to ensure their health and safety within the workplace. This requires our people to:

- avoid conducting any acts or omissions that put the health and safety of people at risk; and
- complying with all reasonable instructions given regarding their health and safety of themselves or others; and
- reporting all hazards, incidents and injuries arising in the course of work as soon as reasonably practicable

This is to be conducted in accordance with all Dahlsens Health and Safety policies and procedures.

4.3.2 Conflict of Interest

In the event that a conflict arises between personal interests and those of Dahlsens the team member must take all reasonable steps to manage the conflict in line with our Values. Decisions should be made having regard for the benefit of the company. Always consult your Manager or People and Culture team if you are unsure if a situation is a conflict of interest.

Dahlsens is also committed to applying our Values not just in our workplace but in the community that we operate in. We believe in fair competition and our team members are expected to behave in a professional manner maintaining the integrity of the business at all times. We do not tolerate collusion or anti-competitive behaviour, as such do not accept bribery or corruption of any form.

4.3.3 Intellectual Property & Confidentiality

Our team members are often privileged to confidential information in the course of performing their duties. Team members must not use or attempt to use, copy or share this information without authorisation. This includes not disclosing details of the team members' individual terms and conditions of employment, including remuneration and benefits. Information and resources must only be used for their intended purpose and team members must not use them for personal advantage.

At the cessation of employment these obligations continue and all intellectual property must be provided back to Dahlsens.

4.3.4 Ethical Standards

In line with our values, we all deserve to work in an environment of dignity and respect. We gain and maintain credibility by adhering to our commitments, displaying honesty and integrity and honourable conduct. Dahlsens will always trade ethically and fairly in compliance with company policy, laws, rules and regulations as applicable. We are all responsible for preventing violations of the law and for speaking up if we see potential violations.

As we are committed to operate fairly and ethically in our operations we do not engage in any practices which reduces competition, nor do we accept gratuities or other benefits that have the ability to affect making objective decisions for the company.

4.3.5 Discrimination, Harassment & Bullying

Dahlsens is committed to providing a diverse and inclusive environment free from discrimination, harassment and bullying. All team members and guests to our branches have a right to fair treatment and Dahlsens will not tolerate behaviour which conflicts with this. Refer to the Bullying, Harassment and Discrimination Policy.

5. Speaking Up

We strongly encourage our team members to speak up and let us know when issues or conduct concerns them. As such, we have various avenues to report these concerns.

5.1 Staff Grievance Procedure

As an initial step, we suggest speaking to your direct Manager about your concerns to determine if the concerns can be addressed locally. Should the concerns continue to be unresolved, the matter can be escalated to Senior Management or through the People & Culture team. Refer to the Staff Grievances Procedure for further information.

5.1 Whistleblower

Should you wish to report the issue or concern confidentially Dahlsens has engaged a third party provider to facilitate confidential reporting. Whistleblower legislation provides whistleblowers both protection from reprisal and anonymity when raising concerns.

Refer to the Whistleblower Policy for further information.

6. Compliance with the Policy

In the event that this policy is breached or suspected to have been breached, team members will be subject to formal disciplinary action in accordance with the Performance Management Policy. In line with the Policy, all suspected breaches will be investigated and presented to the team member for response prior to any formal disciplinary action being taken. This may result in any action including informal counselling, stand downs, warnings, demotions or termination of employment.

Where there are suspected criminal offences, reporting to relevant authorities will be conducted as necessary and appropriate.

7. Definitions

Dahlsens	Company and trading name of team members employed by Dahlsens Building Centres Pty Ltd, Midcoast Timber Centres Pty Ltd & J.C. Dahlsen Pty Ltd
The Company	Dahlsens
Team members	Any person directly employed by Dahlsens as defined above, consultants, agents, suppliers and contractors of Dahlsens
Conduct	Conduct refers to the way a person behaves in a particular place or situation such as the workplace

6. Related Legislation, Policies, Procedures, Guidelines, Related Documents and Forms

Legislation	Corporations Act 2001 (Corporations Act) Taxation Administration Act 1953 (Cth)
Industrial Instruments	ASIC
Policies	Leave Policy Performance Management Policy Whistleblower Policy Staff Grievance Procedure Bullying, Harassment & Discrimination Policy Uniform Policy and our dress code Health and Safety Procedures/Guidelines
Guidelines	Dahlsens Values

7. Document Control

Reference Number	Version	Title	Owner / Approver	Author	Issued Date	Review Date
POL 011	1	Code of Conduct	General Manager	People & Culture Mgr South	Oct 2022	2023

Amendments (show history of amendments)	Date	By whom
No amendments have been issued.		