



CODE OF CONDUCT

Gongues Constructions Pty Ltd (Gongues Constructions) wishes to provide a safe, inclusive and fair workplace for all its employees. To achieve this goal, all Gongues Constructions staff and subcontractors are expected to comply with this Code of Conduct during their employment.

Failure to comply with any of the following statements will be considered a serious breach of Gongues Constructions policies, procedures and values, and as such disciplinary action shall be taken at the discretion of the Managing Directors should a breach occur.

- All workers are to adhere to the requirements of Gongues Constructions Integrated Management System (IMS), including all procedures and policies, and any relevant legislative requirements.
- Be honest and fair in all dealings, including reporting issues and incidents to management, and not engage in any conduct which may damage the reputation of Gongues Constructions or its employees or Directors.
- No person is to conduct themselves in a manner which would put themselves or others at risk of injury, or to harass, bully or discriminate any person, including Gongues Constructions employees, suppliers, clients and the general public.
- All workers are to make sure the security and confidentiality of any documentation within their control, including details of company policies, financial standings or personal information relating to other personnel working for or with Gongues Constructions. This includes disseminating confidential Gongues Constructions information via phone, email, in person or via any other medium.
- No worker is to comply with an external request for Gongues Constructions company information without explicit consent from the Managing Director. This includes regulatory bodies, the media, former employees and any other external entity.
- All personnel are expected to discharge their duties in a safe and respectful manner and take all care to make sure the best outcomes for Gongues Constructions and its employees in all situations.
- All personnel are to make sure they are fit for work when attending Gongues Constructions sites, including the head office.
- Personnel are to only undertake work they are trained and competent to complete.
- All workers are to wear and maintain their uniform in a neat and clean fashion, including any PPE, etc.
- Employees are expected to be available for their regular hours of work and attend meetings in a punctual manner.

The consequences of breaching these rules shall be determined by the Managing Directors and may include termination of employment for serious or repeated breaches.

This policy shall be reviewed every three (3) years to maintain suitability, adequacy, and effectiveness to the organisation and has been authorised for use by the Managing Director.

Carlos Gonçalves
Managing Director