

CODE OF CONDUCT POLICY & PROCEDURE

1. Purpose

The objectives of this policy are to

- specify the principles governing Hotelstaff's belief and expectations in responsible social and ethical behaviour from all employees.

2. Scope

This policy and procedure is applicable to all employees, contractors and subcontractors of Hotelstaff Pty Ltd, HS Personnel Australia Pty Ltd and all subsidiaries ('Hotelstaff').

It is expected that the Executive endorse and support this policy in the execution of their responsibilities.

This policy applies during all hours of work at Hotelstaff Pty Ltd as well as outside of working hours when dealing with colleagues and clients of the organisation including social engagements.

The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version.

3. Definitions

Gift	the transfer of property or other benefit without recompense, intangible items of no lasting value like hospitality
Conflict of Interest	where an employee's private interests overlap with their duties as employee

4. Policy Statement

Our employees contribute to the success of our organisation and that of our clients. Hotelstaff fully endorse that all employees are not deprived of their basic human rights.

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

5. Procedures

Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, clients, and suppliers.

Within these contexts, this policy is based on the following principles

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of Company information, funds, equipment, and facilities
- Be considerate and respectful of the environment and others
- Exercise fairness, equality, courtesy, consideration, and sensitivity in dealing with other employees, clients, and suppliers
- Avoid apparent conflict of interests, promptly disclosing to the Managing Director, any interest which may constitute a conflict of interest
- Promote the interests of Hotelstaff
- Perform duties with skill, honesty, care, and diligence
- Abide by policies, procedures and lawful directions that relate to your employment with Hotelstaff and/or our clients
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts

- Under no circumstances may employees offer or accept money
- Promotion of the rights of employees, consistent with the Charter of Human Rights and Responsibilities Act 2006
- 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 and confidential manner.

Hotelstaff expects co-operation from all employees in conducting themselves in a professional, ethical, and socially acceptable manner of the highest standards.

Any employee in breach of this policy may be subject to disciplinary action, including termination.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from the Managing Director.

6. Guidelines

Nil

7. Related Documents and Further Information

7.1. Legislation

Fair Work Act 2009 (cth)

Charter of Human Rights and Responsibilities Act 2006

7.2. Documents

Alcohol and Other Drugs Policy

Bullying Prevention and Management Policy

Grievance/Dispute Resolution Policy

Occupational Health and Safety Policy

Sexual Harassment Response Policy

7.3. Links

Nil

8. Revision History

Effective	Version	Amendment
28/05/2019	1.0	Original Approved
01/06/2021	2.0	- version disclaimer added, definitions added for clarity

9. Document Information

Effective	01/06/2021	Version	2.0	Authorised	SZPRINC, Nathan
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