

CODE OF CONDUCT POLICY

This policy sets out the expectations for personal and professional behaviour of Tassal employees whilst at work or in any situation where they represent Tassal.

Purpose

In order for Tassal to continue its success and growth, it is important that all team members conduct themselves with honesty, integrity and in a manner that is reflective of appropriate professional standards at all times. It is important that employees understand their obligations when it comes to actions that can negatively impact the reputation of the company – these actions, regardless of their nature, will not be tolerated. This policy aims to clarify for all employees the conduct expected in the performance of our duties, and the consequences of not doing so, thereby ensuring an environment that we all feel proud and comfortable to be a part of.

We are determined that our behaviours will meet the highest possible standards. It is expected that when in contact with any of our stakeholders, we will treat them in a courteous, pleasant and friendly manner. Every effort will be made to be helpful and to satisfy their legitimate requirements within the realms of the commercial outcomes we need to achieve.

The code sets out our standards of conduct that all Managers, Employees, Contractors, Consultants and visitors working with us or on our sites, must meet.

Code of Conduct

When representing Tassal, whether at any Tassal office or site (farm or factory), work function or with clients, we will abide by the following minimum standards:

We treat each other respectfully, courteously and with dignity

- Everyone is entitled to be treated with respect as a person, regardless of role or individual differences;
- We value our people and their personal commitment to delivering quality products and services;
- We encourage cooperation, learning and growth in all who work with us;
- We strive to understand and respond to the needs of our customers and other stakeholders;
- We do not act in a manner that may cause offense to others or damage to Tassal reputation; and
- We treat others in the workplace fairly and with respect, and not harass, victimize or discriminate against anyone on the grounds of sex (including pregnancy), sexuality, transgender status, race, colour, ethnicity or ethno-religious background, descent or national identity, marital status, disability, age, political conviction or religious belief, carers' responsibilities or any other grounds covered by relevant legislation.

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We are fair and honest in our dealings

- We are fair and honest - not using coercive or misleading practices or falsifying information. We are proud of our focus on commercial outcomes that benefit Tassal but also recognise that these need to be achieved in a way that is reflective of our professional approach to business and our desire to establish long term partnerships with other key stakeholders
- We do not engage in any corrupt behaviour or give or receive any bribes and are encouraged to report any issues without fear of reprisals;
- We do not place ourselves in situations in which our private interests could conflict directly or indirectly with our obligations to Tassal; and
- We do not act in ways which may cause others to question our loyalty to Tassal.

We use Tassal property responsibly and in the best interests of Tassal and its reputation

- We use Tassal property only for the company's business purposes;
- We treat Tassal property respectfully and maintain it in good working order;
- We ensure Tassal property is not exposed to situations where theft or damage may occur; and
- We do not use Tassal communications systems for personal use or social networking.

We are responsible for our actions and accountable for their consequences

- We take personal responsibility for all issues over which we have control and the manner in which these are achieved; and
- We do not engage in actions that will bring Tassal's reputation into question.

We respect the law and act accordingly

- We respect and abide by the laws that govern us;
- We will not engage in any conduct which could breach laws regarding corruption, bribery and illegal share trading (domestic and foreign);
- We maintain a safe work environment;
- We maintain a fair and equitable work environment; and
- We respect and protect the environment and do not engage in activities that will compromise the environment or wildlife.

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Observance of the Code of Conduct

Tassal undertakes to make the Code of Conduct known and accessible to all employees, contractors and consultants. Its management will strive to ensure that the Code of Conduct is observed in word and in spirit by all who represent the organisation.

Policy Breaches

Breaches of the Code of Conduct are to be handled through the performance management and disciplinary procedures and serious breaches may result in dismissal and/or police investigation.

References

Australian Fair Work Act 2009
Criminal Code Act 1995
Tasmania Anti-Discrimination Act 1998
Commonwealth Discrimination Legislation

- Australian Human Rights Commission Act 1996
- Age Discrimination Act 2004
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Workplace Gender Equality Act 2012
- All other laws of the Nation

Related Policies

Managing Conduct and Performance Policy
Ethical Behavior Policy
Recruitment Policy
Harassment, Bullying and Discrimination Policy
Environmental Policy
Occupational Health and Safety Policy

Related procedures

Performance Management Procedure
Disciplinary Procedure
Harassment, Bullying and Discrimination Procedures
Recruitment procedures