

## CODE OF CONDUCT

### **Policy Brief & Purpose**

Powerhouse's Code of Conduct company policy outlines our expectation regarding employees and contractors behavior towards their colleagues, supervisors and overall organisation.

Powerhouse promotes freedom of expression and open communication. But we expect all employees and contractors to follow our code of conduct. They should avoid offending, participating in serious disputes, and disrupting our workplace. We expect them to foster a well organised, respectful, and collaborative environment.

### **Scope**

This policy applies to all employee and contractors regardless of employment agreement or job title.

### ***Policy Elements***

Company employees are bound by their contract to follow Powerhouse's Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

#### **Compliance with law**

All employees and contractors must protect Powerhouse's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees and contractors to be ethical and responsible when dealing with our company finances, products, partnerships, and public image.

#### **Respect in the workplace**

All employees and contractors should respect their colleagues. We will not allow any kind of discriminatory behavior, harassment, or victimisation. Employees and contractors should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

#### **Protection of Company Property**

All employees and contractors should treat Powerhouse property, whether material or intangible, with respect and care.



## **Employees:**

- Should not misuse company equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright, and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees and contractors should protect company facilities and other material property from damage and vandalism, whenever possible.

## **Professionalism**

All employees and contractors must show integrity and professionalism in the workplace:

### **Personal appearance**

All Powerhouse employees must follow our dress code and personal appearance guidelines.

### **Corruption**

We prohibit employees from accepting gifts from clients or partners without seeking management approval. We prohibit briberies for the benefit of any external or internal party.

### **Job duties and authority**

All employees and contractors should fulfill their job duties with integrity and respect towards customers, stakeholders, and community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members considering their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

### **Absenteeism and tardiness**

Employees and contractors should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. Powerhouse expects employees to be punctual when coming to and leaving from work

### **Conflict of Interest**

We expect employees and contractors to avoid any personal, financial or others interests that might hinder their capability or willingness to perform their job duties.

### **Collaboration**

Employees shall be friendly and collaborative, they should try not to disrupt the workplace or present obstacles to their colleagues' work.

### **Communication**

All employees and contractors must be open for communication with their colleagues, supervisors, or team members.



**Benefits**

We expect employees to not abuse their employment benefit. This can refer to time off, insurance, facilities, subscriptions, or other benefits Powerhouse offers.

**Policies**

All employees and contractors should read and follow our company policies. If they have any questions, they should ask their managers.

**Disciplinary Actions**

Powerhouse may have to take disciplinary action against employees and contractor who repeatedly or intentionally fail to follow our code of conduct. Disciplinary action will vary depending on the violation.

Possible consequences include:

- Demotion
- Reprimand
- Suspension or termination for serious offences
- Detraction of benefits for a finite or infinite time

We may take legal action in cases of corruption, theft, embezzlement, or other unlawful behavior.

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