

## Code of Conduct Policy

### Purpose

The Code of Conduct Policy outlines the standards of behaviour and conduct required by all staff in the performance of their work with Momentum Pools.

### Scope

The Momentum Pools Code of Conduct sets its own standards for appropriate, ethical and professional behaviour of Owners and employees. It sets out the fundamental values, which form the basis of, and underpin business and personal relationships at Momentum Pools.

### Policy

All Momentum Pools personnel will respect and observe all applicable laws, regulations and Momentum Pools policies and follow all lawful directions. Where concerns arise, legal advice should be sought before any action or decision is made.

We will uphold the following Momentum Pools business values and use them to guide our conduct in the workplace. These values are:

- Workplace safety
- Respect for customer's
- Work as a team
- Make a positive difference
- Respect for fellow employees
- Act with honesty and integrity

We will at all times act with honesty and integrity and comply with all ethical obligations and avoid taking any actions that may compromise the name of Momentum Pools or its customers, their legitimate interest and business objectives.

Momentum Pools has a commitment to protecting the health and safety of its employees and contractors and believes that all staff have the right to a safe workplace. We will comply with all Health and Safety legislation and regulations as a minimum

We will maintain the highest levels of professional conduct in our interaction with each other, our customers and our customer's staff. Business relationships will be maintained in a manner that is consistent with the following principles.

- Courtesy and respect for others
- Integrity and fairness
- Taking responsibility for one's actions and be accountable for the consequences
- Have regard for the rights, interest and safety of others
- Act honestly, cooperatively and be trustworthy
- Promote a positive Image of Momentum Pools and its customers

Dress standards are to be adhered to (refer to the Momentum Pools Uniform policy for information on dress standards)

We will not seek, offer or accept any payment, gift, benefits, favours or entertainment beyond that which is considered normal and legitimate business practice.

We will not misuse Momentum Pools funds or property, nor assist others to do so, and will disclose illegal practices and unlawful behaviour such as theft, fraud, corruption, conspiracy that comes to our attention to our manager or the business owner.

Momentum Pools seeks to prevent and detect theft and other illegal practices through the use of proper internal controls, which are subject to regular reviews.

We recognise and value diversity among our staff and the staff of our customers. All forms of bullying, discrimination, harassment and victimisation are prohibited and will not be tolerated. We will not unlawfully discriminate on the grounds of:

- Gender
- Sexual Orientation
- Religious Beliefs
- Family Responsibilities
- any employee or customer who may have raised a concern or complaint
- Marital status
- Race
- Political Beliefs
- Age
- Pregnancy
- Impairment
- Family status

Momentum Pools's objective is for its employees/prospective employees to make a positive contribution to the business.

## Breaches of the Code of Conduct

It is every person's responsibility to report any breach of this Code of Conduct, or any matter of serious concern to a Supervisor, Manager or Company Director. Full protection will be given to anyone who reports misconduct.

It is mandatory that any incidents involving violence, fraud and dishonesty be reported to a Supervisor, Manager or Company Director immediately.

Where appropriate Momentum Pools will seek to recover the proceeds of any illegal practices.

## Subject to Change

This Policy (and all other Momentum Pools policies) will be subject to further change at any time or as the work environment continues to evolve. Employees will be notified of changes to this Policy as soon as practicable, which may be via the Staff Notice Board, email or by other means considered appropriate.

Employees will be required to comply with the Policy as amended from time to time.

Questions about this Policy should be directed to an employee's manager or the Director