

Code of Conduct Policy

This policy sets out the standards with which the Directors, Employees, Consultants and Contractors of CDI are expected to comply in relation to the affairs of the company and when dealing with each other, clients, suppliers, and the broader community.

CDI undertakes to make the Code known and accessible to all. Its management will strive to ensure that the Code is observed in word and in spirit by all who represent the company.

Conflicts

Conflicts of interest are to be avoided and any actual or potential conflict is to be reported to the Managing Director. Personnel must not exploit their position for personal gain.

This also relates to the use of any contractors, sub-contractor's services including suppliers for personal use. Only where prior written approval has been obtained by the Managing Director will the use of contractors, sub-contractor's and or suppliers be accepted. Failing to report on such use will be considered a breach of conduct with disciplinary proceeding falling in line with severity of the conflict.

Personnel have a responsibility to bring business opportunities identified through the use of company property, information or position to the attention of the Managing Director.

Fair Dealings

All dealings with clients, customers, suppliers, competitors, employees and other stakeholders of CDI are to be conducted with honesty, integrity and objectivity, striving at all times to enhance the reputation and performance of the company.

All such activity must be documented and reported back to your line manager with approvals granted where required.

Company Assets and Property

All assets of the Company are to be properly used in the interests of the company and must be safeguarded from loss and misuse. All contractors, sub-contractors and suppliers engaged in the contracted works are considered as a company asset for the duration of their contracts and as such are to be treated in line with this policy.

Knowledge and Information

The accuracy, use and handling of information is critical to the company's integrity and reputation. Personnel must ensure that information is recorded by them honestly and accurately this includes time-keeping records.

Privacy

Personnel must never make improper use of knowledge, information, documents, or other company resources obtained in the course of employment with the company. Personnel must respect the confidentiality and observe the privacy of information about the company, its client's and fellow Personnel. The security and proper use of company information is mandatory (refer privacy policy for further information)

Inappropriate use of Technology

Personnel must use computer facilities appropriately. Unauthorised use, manipulation or other interference will be treated seriously. Private passwords to computer files should be kept confidential, and unauthorised access to confidential information is prohibited.

Confidential Information

Confidential or commercially sensitive information must not be disclosed without proper authorisation. All records, drawings, documentation, notes, client details, tender data, the scope of projects, the financial position of CDI and the financial details of projects and other information, in full or in part, obtained during the course of employment will be treated as confidential and remain the exclusive property of CDI and are not to be used for personal gain or to cause harm to the company. No records, documentation, notes or other information shall be duplicated, copied or removed in any way whatsoever from the Company's premises, unless expressly approved by the Managing Director.

Employment Practices

The company subscribes to good employment practices, specifically:

- (a) all employment practices are to be fair and non-discriminatory;
- (b) a safe system of work is to be maintained;
- (c) all forms of discrimination and harassment are prohibited; and
- (d) the privacy rights of all individuals associated with the company are to be respected.

Gifts and Entertainment

Any business entertainment received or provided is to be reasonable and properly authorised. Gifts that are not in cash or equivalent, are of small value and are appropriate to the business relationship may be accepted. Personnel must not under any circumstances make offers of, or receive, bribes or other improper payments. Accepting contractor, sub-contractor services and or suppliers' donations are considered a gift and must be reported back to the Managing Director where these instances arise.

Media

Parts of our business can be newsworthy at times, attracting interest from all areas of the media. Public statements can only be made by the Managing Director. If you are approached for a comment by any representative of the media, politely decline and refer the enquiry to the Managing Director

Disciplinary Procedures

Adherence to this policy is a condition of CDIs terms of engagement (employment, contractual agreement). Any breach of the policy will lead to normal disciplinary procedures being applied. Where the breach is regarded as a personal financial gain at the expense of the CDI instant dismissal/ termination of relationship will apply.

Review of the Policy

This policy will be reviewed every three years.

Personnel wishing to discuss any aspect of this policy are invited to contact the CDI Human Resources Manager.



Garry Wright
Managing Director
5th September 2023