

CODE OF CONDUCT



SPECIALISTS
IN PROVIDING
CLEANING,
FIRST AID AND
EMERGENCY
MANAGEMENT
SOLUTIONS.



CODE OF CONDUCT

SCOPE

This policy applies to all our employees regardless of employment agreement or rank.

PURPOSE

Our **Code of Conduct company policy** outlines our expectations regarding Vital Pulse employees' behavior towards their colleagues, contractors and clients.

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

ACCOUNTABILITY

Vital Pulse employees are accountable for:

- Reporting, documenting any Code of Conduct breach by themselves or others.
- Performing their duties in a manner consistent with the obligations of the Code of Conduct

EMPLOYEE OBLIGATIONS

Vital Pulse employees have the following obligations which are to be comply with:

- Comply with work health and safety legislation and environmental protection requirements.
- Vital Pulse company policies and procedures.
- Attending shift in accordance with agreed hours or as directed.
- Performing work free of the influence of alcohol or illicit drugs and not being in possession of illicit substances.
- All employees should respect the rights of all persons. We won't allow any kind of discriminatory behavior, harassment, or victimisation. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relationships.
- Always acting safely and working with Vital Pulse' work health and safety directives (including reporting risks, incidents and participate in investigations where required).

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Drafted by	Director	Approved by	Director
Responsible person	Eddie Idik	Scheduled review date	1 July 2023



- Protect all confidential information of Vital Pulse whether material or intangible including but not limited to trade secrets, operational tactics, information assets, reports, copyrighted material and any other intellectual property of the company.
- All staff will follow Vital Pulse' personal presentation and grooming standards to ensure they present professionally at all times whilst on shift.
- Will not engage in corrupt behaviour and blackmail. Vital Pulse discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.
- Will not make any public comment on behalf of Vital Pulse (including social media platforms) and redirect any inquiries to the relevant management representative.
- Staff will always perform their duties in a professional manner as part of a team and will be pleasant, approachable in the workplace.
- Complying with and taking instructions from their nominated supervisor or management team, and complying with lawful directions given to them to execute their duties to the best of their ability.

Eddie Idik JP

Director
Vital Pulse

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**Vital
Pulse**

www.vpulse.com.au