

BREATHESAFE 2021

ETHICAL BEHAVIOUR POLICY

POLICY STATEMENT

BreatheSafe will ensure, so far as is reasonably practicable, that all staff (including top management, supervisors, employees, contractors, and volunteers) maintain a standard of ethical behaviour that engenders and maintains confidence and trust in the company. This commitment extends to striving to create a harmonious work environment while maintaining standards of professional behaviour that maintains and promotes confidence and trust in our products and services.

AIMS AND OBJECTIVES

BreatheSafe requires all employees (including management) to comply with the Ethical Behaviour Policy at all times in carrying out their roles, functions, and duties within the company. The Policy provides clear instructions on what employees can and cannot do in the course of their employment.

All employees of the company, regardless of role or position, are to maintain company values in relation to:

- Ethical principles – including workplace behaviour and respect for all people in keeping with anti-discrimination laws
- Values – including contributing to and maintaining an honest, unbiased, and unprejudiced work environment
- Accountability - including taking responsibility for their own actions, ensuring the appropriate use of information, exercising diligence in the conduct of their duty of care obligations, and avoiding conflicts of interest
- Standards of conduct – including complying with their job description; commitment to the company, and proper use of information technology (including internet, social media, and email)
- Standards of practice – including current policies, procedures, and business operating manuals
- Disciplinary actions – including complaints handling and specific penalties for any violation of the code of conduct.

RESPONSIBILITIES

Senior management is responsible for disseminating the policy to employees, and for providing information and training in how employees are to comply with the policy. Management will also be responsible for the enforcement of the policy, including disciplinary procedures for violations of the policy and for review of the policy to ensure that it remains relevant and effective.

All employees (including management) have responsibilities under this policy to comply with the Company Code of Conduct which provides clear instructions on what employees can and cannot do in the course of their employment at all times in carrying out their roles, functions, and duties within the company.

Authorised By

Signed:  _____ Kevin Johnston Date: 5/7/2021