



CODE OF CONDUCT POLICY

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1. Purpose and Scope

- 1.1 Quantem is committed to providing a safe, healthy and fair workplace where all employees work together with respect, courtesy and professionalism. Discrimination, bullying and harassment of any nature will not be tolerated.
- 1.2 The purpose of this Code of Conduct Policy is to set out the standards by which Quantem (“**The Company**”) employees are expected to conduct themselves, behave towards others and perform their work.
- 1.3 Quantem believes it is important to aspire to the highest standards of professional and ethical conduct and to make clear the behavioural expectations of its employees.

2. Responsibility

- 2.1 The standards of this Code of Conduct Policy apply to all Quantem employees, agents and contractors.

3. Expectations

- 3.1 You are expected to behave ethically, with integrity and appropriately during the course of your employment or engagement with the Company.
- 3.2 You are expected to conduct yourself professionally and politely at all times when at work and outside of work while undertaking Company related business.
- 3.3 You are expected to:
 - comply with your contract;
 - follow all lawful and reasonable directions given to you;
 - comply with all local, state/territory and federal laws;
 - comply with all Quantem policies and procedures;
 - dress and behave appropriately, including use of appropriate language;
 - take reasonable care, behave and perform your work duties in a safe manner ;
 - never report for work in circumstances where there is a risk that you could be affected by or impaired by, or ‘under the influence of’ drugs or alcohol;
 - not make personal profit or gain in connection with your employment or engagement other than as provided for in your contract;



- not engage in any conduct that might damage the reputation of the Company or any of its officers or employees;
- maintain confidentiality of all information, records or other materials acquired during your employment or engagement with the Company;
- behave in a non-discriminatory manner at all times (this includes respect for a person's race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, union membership or non-membership, mental or physical disability);
- not engage in bullying or harassment;
- Irregular attendance, repeated tardiness without valid justification;
- Permitting avoidable waste of material or supplies, carelessness, poor workmanship;
- Use of improper and unapproved devices while on Company property;
- Turn off equipment in operation when leaving such equipment
- Wear safety glasses, hard hats, or protective clothing on prescribed operations or failure to use required safety devices or equipment;
- Obtain first aid treatment or continued treatment for injury;
- Use phone, email, computer, internet or other electronic data of company owned equipment for company related business only; or
- Not to undertake excessive personal work utilising company time, equipment and supplies.

4. Serious Infractions

4.1 Listed below are examples of some types of very serious infractions which can lead to immediate termination of employment:

- Violation of any of the above listed infractions after a previous warning;
- Harassment, Bullying, and Discrimination;
- Failure to report spills;
- Gross negligence causing major spillage or substantial product contamination;
- Gross carelessness or gross negligence endangering the safety of or causing injury to other employees;
- Tampering with locks or seals without proper authorisation;
- Hitting, pushing or otherwise striking another person or any other disorderly conduct while on Company or Customer property or arising out of Company business relations;
- Gambling on Company or Customer property;
- Falsification of employment application, other documents, or records that the employee is required to complete;
- Wilful falsification of Company or Customer records;
- Wilful damage to Company, Customer or employee property;
- Arriving at work under the influence of alcohol, illegal drugs or inhalants, or use, sale or dispensing of same on Company or Customer premises, or otherwise reporting to work in a manner unfit to perform work duties;
- Sleeping on the job;
- Walking off the job during working hours or leaving the company premises without informing supervisor;



- Smoking in prohibited areas;
- Theft of Company property or the property of a Customer or another employee; or
- Possession or use of firearms or other lethal weapons on Company premises or in the course of performing Company duties.

5. Failure to Comply

5.1 Failure to comply with this Code of Conduct policy may result in disciplinary action which may include:

- Counselling
- Verbal or written warnings; or
- Termination of employment.

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