

Code of Ethics

This code specifies standards of ethical conduct for employees and managers under Trades Labour Hire' (The Company) employ. The code places professional and regulatory obligations on them to work in a professional, honest and respectful manner; adhere to all company and regulatory safety and health plans, policies and programs; and understand that their actions may affect the lives, health and wellbeing of individuals under their care and responsibility.

This code may be called upon by Trades Labour Hire in the event of a complaint being made against the company, with regards to the work or conduct of its internal or external staff members.

In no way will this code or any business operations or ventures require employees or managers of the company to contravene their legal health and safety obligations or any other legislation, regulations or codes bestowed upon them.

The following ethical requirements apply to all employees and managers of Trades Labour Hire:

1.0. Responsibility and Accountability

Employees and management staff of The Company are expected to act and work in a responsible and professional manner to promote and improve The Company's health and safety performance and culture. Amongst productivity and services, health and safety matters shall always take precedence with all activities to ensure the health, safety and wellbeing of The Company's employees, clients and other stakeholders whilst performing their tasks.

All works performed by The Company's employees shall be conducted by competent persons with the appropriate experience, licensing and/or accreditation required to undertake their tasks safely.

Any persons engaging in illicit, improper or deceitful conduct will be held accountable.

2.0. Honesty, Integrity and Impartiality

All tasks shall be conducted in an honest and respectful manner, with regard for the safety and wellbeing of other persons who may be affected as a result of their activities.

The company encourages open communication between all employees regardless of their age, gender, race, sexuality or position within The Company.

Any incidents or issues brought to any staff member shall be dealt with objectively and impartially, with no judgement or bias towards any party involved.

3.0. Competence

Trades Labour Hire strives to ensure only persons who maintain the knowledge, experience and skills to perform their tasks competently are considered for specific roles required of them.

The Company understands that the knowledge, experience and behaviour of their staff is integral to the quality of its services.

No persons shall be required to undertake tasks outside

of their competence, skillset or limits of ability.

4.0. Confidentiality

Any personal or private information pertaining to employees, employers or stakeholders shall remain confidential without the appropriate formal consent from the person(s) or organisation(s) (*or their legal representative*) with whom this information may affect or harm.

Disclosure of financial and other related interests between employees of The Company shall remain private and confidential between all parties to avoid conflicts of interest.

A relationship of trust and confidence shall be built between employees, clients and stakeholders of The Company through this commitment.

5.0. Fair and Equal Treatment

All employees and stakeholders of The Company shall be treated fairly as individuals without risk of discrimination, abuse or exploitation.

Respect shall be given to all employees and stakeholders to empower them to accept their responsibilities and reach their goals.

6.0. Professionalism

Professionalism requires behaving with dignity and courtesy to clients, fellow professionals, and others in business-related activities. Relationships between clients, employees and operational processes shall be monitored and reviewed to enhance and maintain the organisation's public and professional image and improve the quality of services.

Products and services provided by the organisation shall be provided in a prompt and thorough manner, with proper planning to ensure quality of service whilst maintaining The Company's commitment to health and safety.