



# CODE OF CONDUCT

## PERMANENT FIELD EMPLOYEES

### Policy Statement

AWF's most valuable resource is its pool of field employees, who provide an invaluable service to our Clients. Our objective is to provide work opportunities whereby our people can best use their skills and where possible have the opportunity to learn. Our aim is to create a safe, positive and mutually rewarding employment relationship and avoid the need for disciplinary action.

To do that we want to foster a relationship of mutual trust, where we can have confidence in you to do a job well, and you can have confidence in us to provide you meaningful work in a safe working environment, and to be treated fairly. This Code of Conduct takes into account that the work is for an AWF Client, and the role of the Client who determines the work based on their business requirements.

### Purpose

This Policy is to ensure that as an AWF Employee, working on our Client's site, you know what behaviour is expected of you at work. This Policy provides guidelines on the process that may be followed if you are not meeting the expectations of AWF or our Clients.

### Cover

This Policy covers all permanent field Employees, who are assigned to an AWF Client's work site.

### Policy

The nature of working at an AWF Client's site means it is important for AWF's reputation and relationships that Employees demonstrate high standards of behaviour when working for our Clients. Clients may also set special rules or requirements that need to be followed, which may vary from Client to Client.

### End of Employment

A Client may end an assignment for any reason whatsoever including if they are dissatisfied with the performance or conduct of an AWF Employee, or for other reasons including a change in the availability of work. If there is an allegation of misconduct or performance concerns, AWF will treat you as still being employed by us until such time as we make a decision about whether we are able to continue employing you. AWF may continue to investigate the matter while you remain employed, to determine whether you may be offered further work in another role. If you are unable to work for AWF's Client(s) for any reason during this process, you will be paid special leave until such time as a decision is made.

### Warnings

If AWF has cause to address your behaviour or performance, AWF will generally follow the disciplinary process outlined below. Before any decisions are made you will be provided with an opportunity to respond to any allegations:

- First Formal Written Warning
- Final Written Warning
- Termination of Employment

Any Warnings will apply for 12 months following the date of issue.

Summary (Instant) Dismissal may apply to any behaviour or performance matters that may be determined to be Serious Misconduct.

**This is how we work at AWF:**

- Perform to the best of our ability, and commit to a high standard of work performed in a safe manner
- Immediately report any safety concerns or incidents to your AWF branch representative
- Arrive and leave work at the time that has been agreed, and promptly advise an AWF representative of any delays or absences
- Follow rules and processes that have been explained to us, noting this may differ from Client to Client
- Be respectful to and courteous with everyone we come into contact with as part of our work day
- Dress appropriately and wear PPE that is required for the work we are doing
- Follow policies, procedures and all reasonable instructions that are asked of us
- Own up when we make a genuine mistake
- Let an AWF representative or the Client Supervisor/Team Leader know if we are struggling or don't understand something
- Treat all property of AWF and the Client with care

We're in this together TO KEEP NEW ZEALAND WORKING.