



CODE OF CONDUCT ON HIRE TEMPORARY STAFF

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 the temporary nature of assignments and the role of the Client who determines the duration of an assignment based on their business requirements.

Purpose

This Policy is to ensure that as an AWF Employee, who may be placed on temporary assignments, 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 on hire temporary staff, who are assigned to an AWF Client's work site.

Policy

The nature of temporary/casual employment means it is important for AWF's reputation and relationships that Employees demonstrate high standards of behaviour when on assignments with Clients. Clients may also set special rules or requirements that need to be followed, which may vary from Client to Client.

End of Assignment

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 registered with us until such time as we make a decision about whether we are able to offer you further assignments. AWF may continue to investigate the matter while you remain registered, to determine whether you may be offered further work assignments.

If you are unable to work for AWF's Client(s) for any reason during this process, you will not be paid.

Warnings

If AWF has cause to address your behaviour or performance, you may be put on notice while on or between assignments. This means, that you may be given an opportunity to improve and continue to work or be considered for assignments, and there will be an expectation that you will conduct yourself appropriately or perform to an acceptable standard in the future. If AWF has cause to raise similar issues with you again, AWF may have no option but to end your assignment early. For Serious Misconduct or Performance concerns, this opportunity to put you on notice and for you to continue to work may not apply, and we will notify you of the process we intend to follow regarding the matter.

If you have been given a formal written warning following a disciplinary process you may remain registered with AWF and be available for further assignments, in which case the warning will continue to apply to any new assignments offered for a period of 12 months from the date of issue of the warning.

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 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.