

## Code of Conduct Policy

Bernipave Pty Ltd is a private Australian owned company, based in New South Wales with services operating primarily across Sydney, and the north and south coast. Bernipave operations include the provision of asphalt and concrete road construction, restoration services and minor civil works for Federal, State, Local Government bodies and private clients.

The Code of Conduct policy provides a broad framework of the standards of conduct expected of Bernipave workers in the performance of their duties and dealings with co-workers and external stakeholders and is based on the principles of integrity, accountability, openness, honesty and respect.

This policy applies to all Bernipave workers including employees and sub-contractors and should be reviewed annually.

Bernipave is committed to creating a working environment which values its workers and is free from any unlawful or inappropriate behaviour. This policy requires that workers:

- Exercise due care, diligence and professionalism in performing their role and act in a way that does not endanger the safety and wellbeing of co-workers or the general public.
- Must not harass, bully or discriminate against co-workers or the general public on the basis of sex, race, sexuality, disability, cultural background, religion, marital status, age, union affiliation, political conviction or family responsibilities.
- Have an obligation to observe and comply with relevant State and Federal law and all Bernipave policies.
- Act honestly and in good faith in performing their role and not adversely affect the reputation of Bernipave.
- Be inclusive and treat everyone equitably, consistently and appropriately.

### Reporting of Breaches

An essential part of maintaining a safe and fair work environment is to ensure that individuals feel safe in coming forward to report concerns.

Any breaches of the Code of Conduct should be reported to the HR Manager, CEO or General Manager for investigation to determine the most appropriate course of disciplinary action. Bernipave will take all reasonable steps to provide protection for workers who report instances of breaches of the Code.

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