

# Assetlink Toolbox Talk

## Code of Conduct – August 2016

Our code of conduct outlines the expected behaviours and ethical standards that are to be held by all team members.

### Assetlink’s Code of Conduct includes:

- Honour our integrity
- Duty of fidelity
- Behave in a professional manner
- Comply with the law
- Conduct our business safely
- Respect the environment and communities in which we work
- Provide equality in employment
- Avoid conflicts of interest
- Never make or receive an unauthorised gain or payment
- Restrict gifts and entertainment
- Prevent fraud and corruption
- Maintain a drugs and alcohol free workplace
- Respect privacy and confidentiality
- Only use company assets as authorised

### **Please read the attached ASL-DOC-001M Code of Conduct v2**

Our code of conduct must be read and understood in relationship to Assetlink’s signature behaviours and values as below.

### Assetlink Values and Expected Behaviour

<b>Values</b>	<b>Expected Behaviour</b>
Health & Safety	Safety is not negotiable
Empathy	We care about each other
Sustainability	We care about our future
Teamwork	We are one team!
Excellence	We aspire to achieve the highest standards
Passion	We are passionate about everything we do!
Customer Service	Our customer’s experience is our focus

## The relationship between the Code of Conduct with our Signature Behaviours

 <p><b>I respect others</b></p> <p><i>Why is this important?</i> We all want to be heard and feel special.</p> <p><i>How do I contribute?</i> I am considerate and genuine when I deal with others.</p>	 <p><b>I am open minded</b></p> <p><i>Why is this important?</i> Exploring new possibilities and accepting different viewpoints allows us to grow and develop.</p> <p><i>How do I contribute?</i> I embrace ideas and collaborate with others to achieve goals.</p>	 <p><b>I never negotiate on safety</b></p> <p><i>Why is this important?</i> The safest way to do the job depends on all of us.</p> <p><i>How do I contribute?</i> I support and live by our health and safety practices.</p>
 <p><b>I recognise my team's efforts</b></p> <p><i>Why is this important?</i> Recognising each other's efforts builds a rewarding and satisfying workplace.</p> <p><i>How do I contribute?</i> I celebrate success and instinctively give credit to those who deserve it.</p>	 <p><b>I connect with others</b></p> <p><i>Why is this important?</i> We all want to feel involved and understand what's expected of us as a team.</p> <p><i>How do I contribute?</i> I consciously communicate with those around me, actively listening and responding to what I hear.</p>	 <p><b>I choose a positive attitude</b></p> <p><i>Why is this important?</i> Having a positive mindset helps us to be resilient and deal with whatever challenges we are faced with.</p> <p><i>How do I contribute?</i> I have a 'can do' attitude that inspires others and shows self-confidence in who I am.</p>
 <p><b>I have the courage to challenge</b></p> <p><i>Why is this important?</i> Standing by what we believe and being true to ourselves makes the whole team stronger.</p> <p><i>How do I contribute?</i> I question unsafe or poor work practices and share better ways to do things. I also challenge my own performance to be the best I can be.</p>	 <p><b>I am an effective team member</b></p> <p><i>Why is this important?</i> Having a targeted and organised approach to our work and life means we are able to achieve so much more.</p> <p><i>How do I contribute?</i> I enjoy a sense of contribution and achievement by following process discipline, meeting my targets, and being a team player.</p>	 <p><b>I am committed to learning &amp; growing</b></p> <p><i>Why is this important?</i> People learn by experience - their own. Learning enables people to make new discoveries for themselves and take the appropriate action.</p> <p><i>How do I contribute?</i> I take responsibility for my own learning and development, through training and listening to others.</p>
 <p><b>I am customer focused</b></p> <p><i>Why is this important?</i> We are passionate about external and internal customer service. It's the heart of everything we do and the core of the Assetlink Way.</p> <p><i>How do I contribute?</i> I deliver an outstanding customer experience focusing on building relationships with our clients and their customers.</p>		