

The purpose of this Code is to outline the standards of conduct that are expected from all staff of Shorelands Group.

This Code aims to foster and maintain trust and confidence in the integrity and professionalism of Shorelands Group staff by ensuring that they shall:

- behave honestly and with integrity;
- act with care and diligence;
- treat everyone with respect and courtesy, and without harassment;
- comply with all applicable Australian laws;
- comply with any lawful and reasonable direction given by someone who has authority to give the direction;
- maintain appropriate confidentiality about dealings;
- disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with Shorelands Group employment;
- not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's Shorelands Group employment;
- not make improper use of inside information or the employee's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person;
- At all times behave in a way that upholds the Shorelands Group Values and the integrity and good reputation of the business;

It is the responsibility of all staff to familiarise themselves with the content of this Code and to be aware of the sanctions that can be applied by Shorelands Group for a breach of the Code.

### **Breach of Code**

An employee who breaches the conflict of interest provisions in this Code may be subject to one or more of the following sanctions, depending on the seriousness of the breach:

- Counselling;
- Formal censure;
- Demotion by one or more salary steps;
- Termination of employment;
- Civil action; and/or
- Reporting of the breach to the police, or any other appropriate authority external to Shorelands Group.



**Arthur Hamilton**  
Director

**Date:** 12<sup>th</sup> September 2013