

# CODE OF CONDUCT



[www.hvengineering.com.au](http://www.hvengineering.com.au)

This document outlines the Company's expectations around how the Company, its employees, subcontractors, consultants, and others conduct themselves during the normal course of Company business.

This version may be subject future alteration for improvement purposes and will be denoted with an amended version number.

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## VALUES :

- always Abide by all inhouse OH&S requirements and continually seek to maintain and improve safety standards. All personnel have the authority to stop any Works they see or deem unsafe, and to take necessary steps to rectify the situation if safe to do so.
- OH&S Policies and safety references in our QMS (Quality Management System) are always available for personnel study and reference.
- Treat all persons with respect and fairness in the course of your Work duties.
- Always seek methods or procedures whereby the Company may improve it's performance
- always Maintain the good reputation of the Company, even when not onsite. HVE expect that personnel utilising Company vehicles or other assets outside of work hours to maintain all proper behavioural and ethical standards required and not bring undue or unwanted negative attention to the Company.

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## CONDUCT – PROFESSIONAL

- Conduct yourself at all times in an outgoing and professional manner
- Undertake Works duties as per the Customer scope of works or as per any approved HVE procedure. If in doubt always contact your Supervisor before proceeding.
- Take onboard directions from approved onsite persons and liaise with your Supervisor if any doubt or uncertainty exist.
- Abide by all OH&S and general safety requirements or guidelines. Where there is uncertainty or a difference between HVE documentation and the Customer's documentation, always defer to the Customer's Procedures or Policies whilst on their site(s).
- Do not make public statements on behalf of HVE or the Customer, provide information, documentation, procedures or any HVE intellectual properties to any unauthorised third party without the express permission of HVE management.

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## CONDUCT – PERSONAL

- Treat all other persons with respect, fairness and dignity.
- Abide by all lawful directions, regulations and always observe Common Law .
- Avoid inappropriate behaviour, harassment and profanity whilst undertaking HVE works.
- Any queries or clarifications can be provided by your onsite Supervisor or direct with HVE management. Contact Colin directly on Mobile 0467 037779 for additional support.

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## HVE POLICIES – INTEGRATION

- HVE Policies and Code of Conduct are available in printed form in all onsite Work Packs and are available for reference at any time. Policies and documentation are also available on the HVE Cloud.
- Where there are differences between the HVE documentation and the Customer's documentation, then the conflict should be clarified and a clear direction as to which set of documentation will be followed, prior to any Works proceeding.

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## BEHAVIOUR

- All HVE personnel whether fulltime, subcontract, consultant or servant will always maintain a respectful and courteous manner whilst dealing with the Customer, their representatives, suppliers and members of the public, etc., who may be impacted by our operations.
- Keep in mind we may at times be representing the Manufacturer to the Customer. At no time must we make undertakings to the Customer until such time as they are clarified and approved by the Manufacturer (if HVE are employed directly by the manufacturer).
- Always seek confirmation and guidance from our Employer's representative onsite and always respectfully direct queries or questions from any outside or interested party to that Representative.
- Maintain and abide by HVE Drug and Alcohol Policy and be aware any personnel may be subject to Drug and Alcohol testing at any time whilst onsite by agents of and for other legitimate stakeholders.
- Act in a lawful manner whilst utilising HVE vehicles and or assets either during work hours or after hours.
- Be mindful not to divulge HVE proprietary, procedural or intellectual information to any third party at any time without the express permission from HVE management.

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## USE OF HVE RESOURCES

- Personnel may at times retain the use of HVE vehicles, equipment and assets for use after hours with the permission of HVE Supervisors.
- Personnel are expected to operate the equipment in a lawful manner which will not bring HVE into disrepute.
- Any fines or toll charges initiated whilst the vehicle is operated for private purposes will be recovered from the person involved. Any loss of driver's licence points will also be applied to the Driver at the time.
- HVE does not approve the use of any of our equipment, proprietary or intellectual information being supplied to businesses or individuals who may be deemed to be in competition with or who could be construed to be in competition with HVE.
- Moderate use of communication equipment for personnel private use is approved. Excessive use however may be subject to express permission from your Supervisor.
- Any secondary employment or income producing activities utilising HVE equipment, assets, etc., is unauthorised.



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## PUBLIC STATEMENTS

- No statement to the public, media outlets or representatives or other unauthorised persons or groups will be approved without the express approval of HVE management.
- Always direct any queries to the General Manager on mobile 0467 037779.
- No posting of comments or work related photos onto social media platforms of any kind will be authorised without prior approval.

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## RECOURSE AND CONSULTATION

- Where any conflict of interest is perceived to have or may occur then consultation with HVE General Manager will need to be undertaken.
- Procedural conflicts around onsite work methods and activities may be resolved in the first instance by consultation with HVE Employer's onsite representative or by direct contact with the HVE Employer's representative by phone. If unable to proceed due to unavailability of representative, then contact with the Customer's onsite representative may be enough to enable works to proceed in a timely manner.