



## Employee Code of Conduct

This Policy applies to businesses within the Relyon Group of Companies.

In order to maintain consistency of service, the following guidelines outline the company's expectations of all Employees at work.

Employees are required to:

Observe their contract of employment in every respect. This includes details expressly stated in letters of appointment and the terms and conditions referred to in the letter of appointment and subsequent variations.

Observe all Company policies and procedures.

Conduct themselves in a manner consistent with the proper performance of their duties and the maintenance of good working relationships.

Act at all times to ensure that clients and members of the public gain a favourable impression of the Company by providing the highest possible standards of service and conducting themselves in a professional and business-like manner.

Perform duties as reasonably directed by their Managers or supervisors and their authorised deputies.

Observe all safety rules and instructions and take reasonable care at work for the health and safety of themselves and others.

Take reasonable care of property owned or used by the Company.

Failure to observe the above rules may represent misconduct liable to disciplinary action. This list is not exhaustive; other actions of a similar nature could also render an employee liable to disciplinary action.

In circumstances where you are working on customer sites where more stringent rules of conduct apply, you must abide by the customer's policy. Failure to do so will result in disciplinary action.

