



Eucalypt Consulting

Code of Conduct

Eucalypt Consulting recognises that our ability to achieve our objectives successfully, depends on the ethical and professional behaviours of our employees and contractors. This document communicates how we will uphold our ethics, integrity and professionalism at all times.

Scope

This policy applies to any employee or contractor working for Eucalypt Consulting.

Our Values

At Eucalypt Consulting we value respect, reliability and thoughtful leadership.



RESPECTFUL

We respect all those we work with.

- We listen
- We seek to understand you and your business
- We are considerate of your environment and needs



RELIABLE

We reliably deliver lasting value.

- We deliver what we say we will
- We simplify complexity
- We offer proactive solutions
- We embed change



THOUGHTFUL

We thoughtfully design and advise.

- We are flexible to the way you like to work
- We match services to your needs
- We create and innovate

In addition to our values, all Eucalypt Consulting employees and contractors have a duty to comply with applicable laws and regulations and are expected to behave responsibly and ethically.

Business integrity

Compliance with Laws

In all their activities, employees and contractors must ensure that they conduct business in compliance with applicable laws, rules, and regulations of the jurisdictions in which they operate.

Conflict of interest

In their relationship with our clients, employees and contractors must not try to gain improper advantage or preferential treatment. Disclosure to the Directors of Eucalypt Consulting is required for all potential conflicts of interest.

Gifts and entertainment

The nature of gifts or entertainment must not, by their quality, quantity, or timing, be used by employees or contractors to gain improper advantage or preferential treatments. We expect that employees and consultants will maintain appropriate records of exchanges of gifts and entertainment.



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Marketing material and endorsements

Employees and contractors must ensure that Eucalypt Consulting's approval is obtained prior to including any references to Eucalypt Consulting and Eucalypt Consulting employees and contractors by name or title in any marketing materials or endorsements.

Responsible business practices

Privacy and information security

All employees and contractors must abide by Eucalypt Consulting's Privacy Policy and should use information obtained through their relationships with the client only for the purposes for which they are expressly authorised.

Employees and contractors must notify Eucalypt Consulting Directors promptly if there is a privacy breach, security breach, or loss of information.

Any proprietary and other information received during their engagement with Eucalypt Consulting must be returned at the completion of the engagement, unless otherwise agreed.

Subcontracting

Contractors will not subcontract services they perform for us or our clients, or outsource activities that directly impact the delivery of services, without prior written approval.

Responsible treatment of individuals

Respect and diversity

Employees and contractors must maintain professionalism and respect for the dignity of every individual with whom they interact. Employees and contractors must not tolerate harassment, discrimination, violence, retaliation, and other disrespectful and inappropriate behaviour.

Employment practices

Employees and contractors must abide by applicable employment standards, labour, non-discrimination, and human rights legislation. Where laws do not prohibit discrimination, or where they allow for differential treatments, we expect employees and contractors to be committed to non-discrimination principles and not to operate in a way that differentiates unfairly.

Health, safety, and wellbeing

Employees and contractors are expected to abide by the Eucalypt Consulting Health, Safety and Wellbeing Policy and comply with relevant health and safety laws in the jurisdictions in which they operate.

Environment

Eucalypt Consulting employees and contractors are expected to promote environmental sustainability by assisting to reduce our environmental footprint, conduct business in an environmentally friendly way and offer environmentally responsible products and services. Specific practices include:

- Minimising printing and/or colour printing
- Minimising unnecessary travel



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- Minimising the use of non-recyclable materials for catering

Our ethical standards

In addition to the above, employee and contractors must act in accordance with the following standards of behaviour:

- We use company assets only for the benefit of Eucalypt Consulting.
- We use equipment, information systems and technology appropriately.
- We secure our private and confidential information.
- We employ discretion when commenting publicly about Eucalypt Consulting.
- We avoid conflicts of interest.
- We exercise caution when accepting or giving business courtesies.

Compliance

Failure to comply with this Code of Conduct may result in termination of the employee or contractors' contract. Employees and contractors must report any behaviour that is not aligned with the expectations in the code to the Director.

Policy review

This policy will be reviewed annually.

Contact us

For any questions or notices, please contact our Policy Officer, using the contact details below.

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Website	www.eucalyptconsulting.com.au
Business Name	Eucalypt Consulting Pty Ltd
ABN	70 648 507 162
ACN	648 507 162
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