

Conduct in the Workplace & Other Key Policies

Issue 2, 28th June 2021
Issued by Sue Harrison
Status - Final

Overview

Introduction

This booklet contains key information both on the environment we look to provide for our workers, and also how workers are expected to behave in the Workplace along with other key policies relating to company property.

This booklet is not all encompassing of Tradestaff's company policy, and your own common sense is required. Policies are also subject to change as things change within the business.

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Code of Conduct - Introduction

Policy The Code of Conduct is published to provide standards for the way we conduct our business and, as our worker, it is our expectation that you comply with them. In doing so, we want to ensure all Tradestaff work environments are positive and healthy for all.

- Background**
- The Code of Conduct reflects the minimum standards required to ensure that appropriate conduct, integrity, well-being and concern for Tradestaff, fellow workers and our clients' interests are maintained.
 - The purpose of the Code is to assist our workers to know and understand the behaviour required of them and is published to ensure all staff are aware of their obligations, and how they also can expect to be treated.

Code of Conduct - Employee/Employer Responsibilities

Introduction All workers have a duty to Tradestaff, our management and other workers in all things that relate to, or reflect on Tradestaff. It is expected everyone in Tradestaff is truthful in their dealings with Tradestaff, our workers and clients.

- Worker obligations**
- Workers shall comply with policy, procedures or any other lawful instruction given in the course of their assignment by a Client or Tradestaff consultant and to work as directed.

- Employer duties and responsibilities**
- Tradestaff also have obligations to our workers which include:
- Clear and appropriate leadership, direction and communication,
 - Providing a workplace that is safe and free from harassment/bullying and discrimination,
 - Informing workers about their role and performance expectations,
 - Regular and appropriate feedback and communication on work performance,

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- Fair rates of remuneration for skill, responsibilities and performance,
- Appropriate disciplinary and dispute procedures and the opportunity to rectify unfair and unreasonable treatment.

Tradestaff is committed to meeting all of these employer obligations.

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Code of Conduct - Confidentiality

Handling wages information

- It is Tradestaff policy that each worker's wages information is strictly confidential between them and Tradestaff. Equally Tradestaff accepts our obligation to maintain and protect wages confidentially.

Providing information to media

- Any information of interest to the news media and/or public can only be released only after the approval of the Managing Director.
- Nothing can be published relating to Tradestaff, our clients or staff without prior approval from the Managing Director.

Code of Conduct - Standards of Behaviour

Introduction

Standards of dress and behaviour: all Protective Personal Equipment (PPE) must be worn correctly while on assignment and everyone is expected to behave with others well-being in mind.

Examples of acceptable behaviour

Examples of behaviour that is expected of workers include:

- Politeness and courtesy to clients and colleagues,
- Openness and honesty,
- Giving true information, to the best of your knowledge.

Examples of unacceptable behaviour

Examples of behaviour that is unacceptable include:

- Consuming or being under the influence of any alcoholic beverage or drugs during working hours,
- Falsifying Company records,
- Giving false information.

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Disciplinary Procedures - Misconduct

Serious Misconduct

The following types of behaviour are considered serious misconduct, which may result in your assignment being ended by the client and or Tradestaff. This list includes but is not limited to:

- Serious breaches of your casual employment agreement including Tradestaff policies (e.g. this code of conduct),
- Refusal to obey a lawful and reasonable instruction,
- Unauthorised possession or movement of Tradestaff, client or other workers' property (includes items that may be termed scrap, waste or damaged items),
- Falsification or being a party to the falsification of any Tradestaff or client document or record (includes wage, time, accident, leave, expense records),
- Fighting, verbal abuse or intimidation of another worker, customer or client on Tradestaff or client premises or at Tradestaff functions. This also extends to non-work hours where the incident has a detrimental effect on the working relationship,
- Sexual harassment and or bullying of another worker or client,
- Any deliberate act which adversely affects quality or productivity, or causes injury, damage or harm to another person, equipment, or property.

Discipline and procedural fairness

- Tradestaff has rules, policies and procedures to aid our efficient operation. These may be changed from time to time by giving reasonable notice to our workers.
- Failure to observe the standards set out in this code, breaches of acceptable conduct and/or unsatisfactory work performance may result in disciplinary action being taken.

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Harassment/Bullying

Policy

This policy applies to employees and or contractors of Tradestaff and they are referred to as 'workers' in this policy

The policy applies in any Tradestaff place of work including Tradestaff property, other properties controlled by Tradestaff, and Tradestaff vehicles or vehicles being used in the course of Tradestaff work. This policy applies to activities during work and any work-related social events.

Background

Tradestaff is committed to treating all people with dignity and respect, as well as being supportive of the health and wellbeing of all workers. While employed by Tradestaff every person can expect to have an environment free from any form of harassment and bullying.

Workplace harassment and bullying left unchecked can affect morale, creativity and productivity, and create an unhealthy workplace culture. It can be subtle or overt, sporadic or sustained, and direct or indirect. It may be repeated, or of such a significant nature, that it has a detrimental effect (mental, physical and/or social) on your employment, performance, contribution, job satisfaction and / or environment.

Definition of harassment

Harassment/bullying is: unwanted and uninvited comment, behaviour or gesture, and / or display or circulation of written or electronic materials / pictures, which may be intimidating, malicious, insulting, upsetting, embarrassing, degrading, humiliating or offensive. It may express aggression against, or bring into disrespect or ridicule you on the grounds of age, race or colour, ethnicity or national origins, sex, sexual orientation, disability, religious or ethical belief, marital status, employment status, and / or political opinion

The complainant is: the person who has been subjected to harassment or bullying.

The respondent is: the person who has allegedly carried out the harassment or bullying.

Company responsibility

You have a responsibility to:

- avoid behaviour which may be perceived by others as bullying or

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harassment

- raise concerns about any behaviours of other workers which you perceive as bullying and harassment, in accordance with this policy

Consultants have a specific responsibility to take all reasonable steps to make sure that the work environment is free from bullying and harassment; and they must act as promptly as practicable on any concerns raised with them.

Managers and HR investigating a formal complaint under this policy must take all reasonable steps to ensure that

- the complainant and the respondent are protected from retaliation or unjustified disadvantage
- appropriate levels of confidentiality are maintained.

Making allegations

Tradestaff has defined three levels of action for dealing with allegations, and you are encouraged to seek support prior to making a decision around the level:

1. Self-resolution
2. Informal assisted resolution
3. Formal complaint investigation.

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Health and Safety

Policy

Tradestaff has a Health & Safety Policy that all Tradestaff workers must follow. This Policy can be found on our website —www.tradestaff.co.nz.

Health & Safety Procedures

Tradestaff will provide you with information on our Health & Safety procedures as part of your Health & Safety induction before starting your assignment. Please ensure that you read these procedures, which include:

- Health & Safety for Tradestaff Workers
- The 'Right to Refuse' Unsafe Work
- Fatigue
- Reporting Incidents, Injuries & Near Hits
- Risk Management
- Personal Protective Equipment (PPE)
- ACC Accredited Employer Programme

Worker responsibilities

Workers are expected to:

- Following all work health & safety policies and procedures of both Tradestaff and the Client.
- Correctly using any information, training, personal protective equipment, and safety devices provided to them.
- Report to Tradestaff any variation in tasks, work duties, or any other aspect of their work.
- Be actively involved with health and safety.
- Report of all incidents, including unsafe work practices, risks/hazards, near hits, injuries, pain and/or discomfort as soon as possible.

Employer responsibilities

- The Senior Leadership team will take all reasonably practicable steps to provide and maintain a safe and healthy workplace for all Tradestaff workers, by providing information, training, and supervision.
- The Senior Leadership team will ensure that there are appropriate resources and processes to eliminate or minimise the risks to the health and safety of all Tradestaff workers.
- The Senior Leadership team will comply with all applicable legislation and any amendments, regulations, standards, and codes of practice.
- The Senior Leadership team will ensure that all incidents, including near hits are accurately investigated, reported, and recorded, and any health

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and safety issues are dealt with promptly.

- The Senior Leadership team will have health and safety responsibilities included in their job description and these shall be reviewed as required.

Notifying accident/incidents

- Report all incidents (no matter how minor) to Tradestaff and the client you're working for as soon as possible after the incident. All incidents including near hits will be investigated by Tradestaff and the client.
- Failure to report an incident is in breach of Tradestaff's Health & Safety Policies and procedures.

AEP Partnership Programme

Tradestaff manage all our work-related injuries and provide all entitlements under the Accident Compensation Act 2001 for our workers. Basically we 'stand in the shoes' of ACC for all work-related injuries.

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Employee Drug & Alcohol Policy**Background**

Tradestaff is committed to ensuring our workplace is free from the effects of drugs and alcohol, thereby ensuring a safe and healthy environment for all people that come into contact with Tradestaff's workers, contractors, clients, customers and the general public.

Tradestaff has a firm commitment to the education of our workers to ensure their continuing drug and alcohol awareness.

Unacceptable Behaviour

Should any Tradestaff worker use, sell, transfer or possess any illegal drug, or abuse any prescription drug not officially prescribed, or consume unauthorised alcohol, while at work, this will be deemed as unacceptable behaviour.

Tradestaff have a zero tolerance policy for driving either a personal vehicle for work purposes or a company vehicle at any time whilst under the influence of alcohol at a level that is over the NZ legal alcohol limit for driving. You risk causing death and serious injury to yourself and other people if you drive under the influence of alcohol or drugs.

Tradestaff will also consider that any worker deemed 'unfit for work' or 'under the influence' as a potential threat to the health and safety of themselves and/or their fellow employees or others including the public. Attending work under such circumstance is considered to be unacceptable behaviour, which may lead to disciplinary procedures, including ending your assignment.

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Drug & Alcohol Testing

To ensure the protection of health and safety for all, Tradestaff may, where required, test for 'at-risk' behaviour as follows:

- Pre-employment Testing: This is testing that may be done prior to your employment with Tradestaff.
- Random Testing: Workers may be subject to be randomly selected for testing for the presence of drugs and/or alcohol.
- Post Incident/Accident Testing: Workers may be tested for the presence of drugs and/or alcohol when they are involved in an incident or accident where their actions may have contributed to the event. Certain serious incidents will result in mandatory testing.
- Just/Reasonable Cause Testing: Workers may be tested for the presence of drugs and/or alcohol where their actions, appearance, behaviour or conduct suggest drugs and/or alcohol may be impacting on their ability to work effectively and safely.
- Rehabilitation (optional): Tradestaff may assist with a Drug and Alcohol Rehabilitation Programme for workers testing positive for drugs and/or alcohol for the first time under this policy.

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Worker Drug & Alcohol Test Consent Form:

As part of Tradestaff's drug and alcohol policy, I have been requested to undergo a drug or alcohol test(s), to be undertaken by a certified collecting agent appointed by Tradestaff. I acknowledge this is for the purpose of determining whether I have any level of illicit drugs present in my urine; any alcohol present in my breath; or if prescribed drug(s) present in my urine are higher than the accepted international standard; as defined by the Australian/New Zealand AS/NZS 4308:2008.

I understand that a urine sample will be collected or my breath will be analysed and the illegal drugs being tested for are: cannabinoids, opiates, amphetamines, methamphetamine, cocaine and benzodiazepines (and others if applicable).

I undertake to advise the certified collector conducting the test(s) of any prescription medication, over the counter medication or herbal products that I am taking.

I consent to the results of the drug test(s) being communicated confidentially to Tradestaff.

I have read and understand Tradestaff's Drug and Alcohol Policy.

If this test is a non-negative for any of the drugs listed above the result will be sent to Canterbury Health Laboratories as soon as possible on this day for laboratory analysis to confirm drug results.

Any collection, storage or exchange of medical information concerning any drug test results will be in accordance with the requirements of the Privacy Act. Results of the drug test(s) will only be used for the purposes for which they were obtained.

I understand that a refusal to sign this consent form for the drug and/or alcohol test, or the return of a positive (non-negative) result means that in the case of pre-employment testing I may be ineligible to commence employment and in the case of random, post incident or just cause testing may lead to disciplinary action, including dismissal.

I am committed to being drug-free for safety reasons and understand that "random" or "just/reasonable cause" drug or alcohol testing may occur at any time during my employment with Tradestaff.

I have read and understand the terms in this consent form.

Name of Employee (print): _____

Signature of Employee: _____

Date: _____

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As per your Casual Employment Agreement with Tradestaff you have confirmed that as part of your obligation of good faith, that you have disclosed to us all information that could be relevant to our decision to offer you employment including any criminal convictions (other than a minor traffic offence or convictions where our asking you to declare them would breach the Criminal Records (Clean Slate) Act 2004).

You accept that your employment is conditional on the information provided being true, correct and precise. Please note that dishonesty in any form or providing false information including that information provided during the recruitment process will be considered serious misconduct.

We recommend that at the time of your employment you advise Tradestaff of any previous or pending criminal convictions as failure to do so may be seen as a serious breach of trust.

The process around any criminal investigations or convictions that occur during your employment with Tradestaff is described in Section 4 of the Second Schedule of your Casual Employment Agreement.

Any information regarding an employee's criminal convictions will be handled confidentially.

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Confirmation of Understanding and Agreement to Code of Conduct and Other Key Policies:

I have read and understood the above Tradestaff Code of Conduct and Other Policies detailed above.

Name:	Signature:
Position:	Date: