

### 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.

#### In this section

Section	See Page
Code of Conduct	Page 1-4
Disciplinary Procedures	Page 5-8
Harassment	Page 9 - 10
Human Safety	Page 11 - 12
Drug & Alcohol policy & Consent for testing	Page 13 - 16
Police / Criminal History Checks	Page 17 - 18
Confirmation of Understanding	Page 19



**Conduct in the Workplace & Other Key Policies**

Issue 4, 28<sup>th</sup> February 2024  
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**Code of Conduct - Introduction**

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**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.

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**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.
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**Code of Conduct - Employee/Employer Responsibilities**

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**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.

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**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.
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**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,
- 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 must be consistent with the standards expected with the wearing of Protective Personal Equipment for the environment.

#### 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.

### Disciplinary Procedures – Serious Misconduct

#### Serious Misconduct

The following provides examples of behaviour, performance and/or conduct that is not acceptable in your employment and which will lead to disciplinary action.

**SERIOUS MISCONDUCT** by you will justify instant dismissal without any notice period. It includes but is not limited to:

- Theft, unauthorised possession, wilful destruction, defacement, abuse, misuse of our property, the property of our clients and employees, or the property of others. Property shall include physical property and non physical property such as information and intellectual property.
- Falsification of information, records and documents including, for example, employment applications, character references, birth certificates, medical certificates, time or attendance records, employment related documents.
- Acting in a way that could result in a payment to you that you are not entitled to in your employment.
- Personally using, being in possession of, bringing on to work premises, or being under the influence of, any narcotics, intoxicants, stimulants, non-prescribed drugs or alcohol during working hours or reporting to work in such condition.
- Wilful insubordination, serious or repeated refusal or failure to carry out lawful instructions, or walking off the job.
- Using obscene or abusive language, harassment, bullying, sexual or racial or other discrimination, or otherwise behaving in an improper, insulting or discourteous manner.
- Fighting, violent behaviour, or other conduct which could result in injury to others or damage to any property.
- Conduct affecting quality or safety in work, including the misuse of fire protection or safety equipment.
- Behaviour outside of the work hours that could reflect badly on the business.
- Dishonesty or misleading and deceptive conduct in any form.
- Breach of the relevant legal requirements for driving and licences, or misusing machinery.
- Carrying out or offering to carry out work that we have not authorised for any of our clients in either a personal or professional capacity.
- Providing or agreeing to provide services to another business without our consent when in our employment.
- Unauthorised disclosure of confidential or commercially sensitive information.
- Providing false, incomplete or misleading information in your pre employment application, resume or at a job interview.
- Failure to declare a conflict of interest to us.
- Gross negligence or incompetence, whether a single act or more.
- Taking sick or other leave without good reason.
- Refusal to co-operate with our requirements about health monitoring, health and safety, medical examinations, drug and alcohol testing, or similar.
- Failure to follow our money or financial procedural requirements.
- Any action or omission which may deeply impair or destroy the essential element of trust and confidence in the employment relationship, including anything that may damage our reputation or which has the potential to do so.

### Disciplinary Procedures – Less Serious Misconduct

**LESS SERIOUS MISCONDUCT** by you will likely be dealt with in accordance with the investigation and warning procedures explained in the Second Schedule, and includes but is not limited to:

- Poor time keeping and lack of punctuality. You are required to be completely ready to always start work on time, to observe proper times for your breaks, and to always work in accordance with your required hours of work.
- Failure to treat our clients, suppliers, employees and others professionally, courteously, and with respect.
- Leaving your workplace or otherwise being absent during work hours without our permission.
- Not complying with our work procedures, rules or policies.
- Failure to report any work-related accidents or near misses, hazards or risks.
- Leaving work areas in an untidy or unsafe state.
- Failure to use any safety equipment provided and in accordance with good practice and manufacturing guidance.
- Persistent failure to achieve performance standards.
- Gambling while at work or at work premises.
- Disrupting the workplace by undesirable behaviour.
- Inadvertent failure to declare a conflict of interest.
- Any other act or omission that while not being serious misconduct has a negative effect on your ability to carry out your duties or for the workplace more generally.

### Disciplinary Procedures – Disciplinary Guidance

Where your actions or omissions amount to misconduct, negligence or are performance failings then we will generally follow the guidance set out below.

We have the ability however to tailor any process and disciplinary outcome as we see fit to meet the particular needs of any given situation and accordingly the following procedures shall be treated as guidance and not prescriptive requirements that we must slavishly follow. We may therefore skip steps, and warnings shall not be limited to repetitions of the same or similar conduct but may be applied to offences of a different nature.

All warnings will generally remain effective for a period of 12 months from their date of issue.

#### Step One

For a first offence relating to misconduct, negligence or a performance failing we may issue you with a first written warning. Along with issuing a warning, we may also advise you of our expectations and any corrective action to be taken by you and if and when your future performance shall be reviewed.

All warnings shall be recorded in your personal file.

#### Step Two

For a second offence, or more serious offence, we may issue you with a final written warning. The above warning requirements shall also apply.

#### Step Three

If at the end of any review time period that has been scheduled, there has been no significant improvement to your work performance, or there is a third or more serious offence, we may terminate your employment. Notice of such termination in accordance with your additional terms will usually be given except in cases of serious misconduct when summary dismissal may immediately occur without any prior warnings.

#### Suspension

We may suspend you from your employment pending the outcome of an investigation into alleged misconduct or performance failings by you.

Where there is a criminal investigation into matter(s) that give rise or may give rise to allegations of serious misconduct by you, then you may be suspended without pay, pending the outcome of the investigation and any prosecution. You however accept that it may be impractical for us to keep your position open during lengthy criminal investigations and prosecutions.

When you become aware of the outcome of any such criminal investigation or prosecution, you shall immediately notify us. If you are sentenced to imprisonment, your employment shall be deemed to terminate as at the date of such sentence being imposed.

You accept that any adjournment to or delay in completing any employment investigation arising out of reasons for such a criminal investigation shall not disadvantage you or amount to an undue delay.

## Conduct in the Workplace & Other Key Policies

Issue 4, 28<sup>th</sup> February 2024  
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### Disciplinary Procedures, continued...

**Presence of witness/representatives**

- Where any warning process is undertaken or a dismissal is actioned, the employee must be informed that another person may be present or act as a representative and reasonable time will be allowed for the employee to arrange for a representative.
- The non-availability of a particular person shall not be used to frustrate Tradestaff's right to proceed as necessary.

**Discipline and procedural fairness**

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- Tradestaff has rules, policies and procedures to aid its efficient operation, which may be changed from time to time by giving reasonable notice to staff.
  - 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. For more information, refer to the next section for the 'Disciplinary Procedures' policy.
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## Conduct in the Workplace & Other Key Policies

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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 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.



### Human Safety

<b>Policy</b>	<p>Tradestaff has a Health &amp; Safety Policy that all Tradestaff workers must follow. This Policy can be found on our website —<a href="http://www.tradestaff.co.nz">www.tradestaff.co.nz</a>. This policy can also be found at reception in your Tradestaff branch.</p>
<b>Health &amp; Safety Procedures</b>	<p>Tradestaff will provide you with information on our Human Safety procedures as part of your Health &amp; Safety induction before starting your assignment. Please ensure that you read these procedures, which include:</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety for Tradestaff Workers</li> <li>• The ‘Right to Refuse’ Unsafe Work</li> <li>• Fatigue</li> <li>• Reporting Incidents, Injuries &amp; Near Hits</li> <li>• Risk Management</li> <li>• Personal Protective Equipment (PPE)</li> </ul>
<b>Worker responsibilities</b>	<p>Workers are expected to:</p> <ul style="list-style-type: none"> <li>• Following all work health &amp; safety policies and procedures of both Tradestaff and the Client.</li> <li>• Correctly using any information, training, personal protective equipment, and safety devices provided to them.</li> <li>• Report to Tradestaff any variation in tasks, work duties, or any other aspect of their work.</li> <li>• Be actively involved with health &amp; safety.</li> <li>• Report of all incidents, including unsafe work practices, risks/hazards, near hits, injuries, pain and/or discomfort as soon as possible.</li> </ul>
<b>Employer responsibilities</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The Senior Leadership team will ensure that there are appropriate resources and processes to eliminate or minimise the risks to the safety of all Tradestaff workers.</li> <li>• The Senior Leadership team will comply with all applicable legislation and any amendments, regulations, standards, and codes of practice.</li> <li>• The Senior Leadership team will ensure that all incidents, including near hits are accurately investigated, reported, and recorded, and any human safety issues are dealt with promptly.</li> <li>• The Senior Leadership team will have health &amp; safety responsibilities included in their job description, and these shall be reviewed as required.</li> </ul>
<b>Notifying accident/incidents</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Failure to report an incident is in breach of Tradestaff's Health &amp; Safety Policies and procedures.</li> </ul>

### 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.

#### 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.

### Employee Drug & Alcohol Policy, continued

#### Medicinal Cannabis

Use of medicinal cannabis: Individuals may obtain a prescription for the use of medicinal cannabis from a registered medical practitioner. The use of such medicinal cannabis is heavily regulated, and medicinal cannabis generally does not contain tetrahydrocannabinol (THC) and is not psychoactive. If you are prescribed such medicinal cannabis and given your work environment you must disclose to the registered medical practitioner your work duties, advise us in advance and obtain our permission for use (which we shall be entitled to withhold and/or review).

Where you are tested in the circumstances described above and you return a non-negative result, this will be deemed as unacceptable behaviour, and will lead to disciplinary action, which could include immediate dismissal from your employment.

The drugs to be tested for are listed below but also include any others referred to in standard AS/NZS 4308:2008:

- cannabinoids
- opiates
- amphetamines
- methamphetamine
- cocaine
- cannabis
- benzodiazepines

Alcohol testing will be carried out by a calibrated workplace breathalyser. Drug testing will be carried out by either urine analysis or saliva testing.

The testing procedures for drugs will be carried out in accordance with the Australian/New Zealand Standard Procedures for the collection, detection and quantitation of drugs of abuse in urine: AS/NZS 4308:2008.

You must cooperate with drug and/or alcohol testing, including signing any necessary forms and authorisations that are required. If you, without reasonable justification, refuse to submit to a drug or alcohol test you will be in breach of these requirements and subject to disciplinary action including termination of your employment for cause. We may also suspend you from your work if it is suspected you have breached these requirements.

The results of all non-negative results will be sent to Canterbury Health Laboratories or a similar testing facility for laboratory analysis to confirm drug testing results, but this shall not prevent us from taking any steps we deem appropriate in the circumstances in reliance on any first test results.

**Conduct in the Workplace & Other Key Policies**Issue 4, 28<sup>th</sup> February 2024  
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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:** \_\_\_\_\_

## Conduct in the Workplace & Other Key Policies

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### Ministry of Justice – Police / Criminal History Check Policy:

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.

### 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: