



Code of Conduct

Purpose: To provide employees with guidance on the standards of behaviour expected of them in performing their duties and in their dealings with fellow employees, contractors, visitors and members of the community.

Application: All ASH Employees

Legislation: Occupational Health & Safety Act 2011
Occupational Health & Safety Regulations 2017 (Victoria)
Fair Work Act 2009
Equal Opportunity Act 2010

Internal Reference

- Code of Conduct Standard
- Mobile Phone Use Policy
- Health, Safety and Wellness (Wellbeing) Policy
- Alcohol & Other Drugs (Fitness for Duty) Policy
- Workplace Equal Opportunity Policy
- Anti-Discrimination & Bullying Policy
- Environmental Policy
- People and Workplace Wellness Policy
- Purpose and Values Policy
- Employee Inductions

Key Principles: The standards outlined below exist alongside the standards of behaviour and performance required of employees under their contract of employment, ASH policies and procedures, industrial agreements and any other ethical or professional code of conduct that may bind an employee of ASH. Compliance of the code ensures that ASH sites are safe, harmonious, positive and proficient workplaces.

Respect for ASH values

All employees will uphold ASH Values outlined in the Purpose & Values Policy

Protection of ASH's interests

All employees will conduct themselves with honesty and integrity, respect each other, adhere to and comply with ethical obligations and avoid taking any actions that compromise ASH's name, legitimate interests and business objectives.

Professional behaviour

All employees will maintain the highest levels of professional conduct in our interactions with each other and in representing the company with our customers, other stakeholders and the wider community. Business relationships will be maintained in a manner consistent with the principles of:

- Courtesy and respect for others
- Integrity and fairness



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- Taking responsibility for one's actions and being accountable for the consequences
- Having regard for interests, rights, safety and welfare of others
- Acting honestly, cooperatively and being trustworthy
- Making decisions based on fairness, ability and honesty
- Promoting a positive image of ASH

Workplace behaviour

Employees treat each other with tolerance, dignity and respect. Discrimination, vilification, gendered violence (including sexual harassment), bullying and victimisation are unlawful and strictly prohibited.

Responsibility for Health & Safety

ASH is committed to the health, safety and wellbeing of employees, contractors and the public. All employees must comply with H&S legislation and ASH's safety and wellbeing policies and procedures.

Action within delegated authority

Employees act within the limits of their authority and ASH policy. Managers advise employees of their delegated authority; employees should seek clarification if uncertain.

Conflicts of interest

Employees owe their first loyalty to ASH and must disclose any actual or perceived conflict of interest to their manager.

Gifts and entertainment

Employees must not seek, offer or accept gifts, payments or entertainment beyond normal, legitimate business practice, or that could appear to influence business decisions.

Use of company assets

ASH assets, funds and equipment must be used in an authorised, efficient and appropriate way, with proper controls against misuse or extravagance.

Use of company computers, telecommunications and other resources

Company IT and communication resources must be used appropriately. Employees must keep passwords confidential and must not access unauthorised systems.

Stealing, misappropriation and illegal practices

Employees must not misuse ASH funds or property and must disclose illegal practices such as theft, fraud, corruption or maladministration to their manager.

Management of diversity

ASH values diversity and prohibits all forms of unlawful discrimination, harassment, bullying and victimisation.

Responsibility for the environment

ASH is committed to environmental sustainability. Employees must comply with environmental legislation, make proper use of materials, recycle, avoid waste, and manage noise and spills.

Information, reports and record keeping

Employees must keep accurate records, avoid false or misleading entries, protect confidential information, and only use information for authorised ASH purposes.



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Decision-making

ASH is committed to making decisions fairly, impartially and promptly, having regard to all available information, legislation and ASH policy.

The role of directors

Directors act in ASH's best interests, exercise independent judgment, and take reasonable steps to ensure the soundness of Board decisions.

Breaches of the Code of Conduct

Employees must report any breach or serious concern to their manager. Breaches involving fraud, corruption, dishonesty or misuse of funds must be reported immediately and are escalated to the General Manager.

Authorisation:
Signature:

Dave Gover
General Manager

Document History:

Version	Date	Changes
1	23/07/2013	Document Created
1	26/06/2015	Reviewed
2	22/04/2016	Annual review and update
3	07/04/2017	Annual review and update
4	18/07/2021	Updated to align with current practices
5	15/07/2022	Addition of ASH Values and Workplace Behaviours
6	4/08/2026	Review & Rewrite, update to latest template



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