



# Code of Conduct Policy

Last Updated May 2023

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Drafted by:	Meagan Henry, Operations and Administration Co-ordinator	Approved by Board on:	May 2023
Responsible person:	Amy Coote, Chief Executive Officer	Scheduled review date:	May 2025

## 1. Introduction

- 1.1 The Board of Maddie Riewoldt's Vision is committed to ensuring the expected standards of behaviour that MRV expects of all employees and volunteers.
- 1.2 This policy applies to the Board, permanent, casual and contract staff and volunteers.

## 2. Purpose

This policy affirms M. Riewoldt Holdings Limited (MRV) belief in responsible social and ethical behaviour from all employees and volunteers. This policy clarifies the standards of behaviour that MRV expects of all employees and volunteers.

## 3. Policy

Our Code of Conduct policy applies to all employees and volunteers and provides the framework of principles for conducting business, dealing with other employees, Clients, suppliers and supporters. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy expects all employees will adhere to the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities.
- Be considerate and respectful of the environment and others
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, volunteers, clients and suppliers.
- Avoid apparent conflict of interests, promptly disclosing to the MRV CEO, any interest which may constitute a conflict of interest.
- Promote the interests of MRV.
- Perform duties with skill, honesty, care and diligence.

- Abide by policies, procedures and lawful directions that relate to your employment with MRV and/or our Clients.
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts
- Under no circumstances may employees offer or accept money.
- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

MRV expects co-operation from all employees and volunteers in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee or volunteer in breach of this policy may be subject to disciplinary action, including termination.

Should an employee or volunteer have doubts about any aspect of the Code of Conduct, they must seek clarification from the CEO.

*This policy will be regularly reviewed by MRV and any necessary changes will be implemented*