# SCOPE

The requirements of this standard apply to all NEXGEN Crushing and Screening (NGC) operations, including all personnel and subcontractors.

# OBJECTIVE

This standard describes the minimum acceptable conduct of personnel and business practices, referred to as the ‘Code of Conduct’ to build and sustain our company’s integrity, reputation, and success.

# Control measures

**Code of Conduct Principles.** It is expected that all individuals or entities controlled by NGC, including all NGC workers and representatives (such as contractors and agents), follow the Code of Conduct principles outlined below in all aspects of business activities, including relationships and dealings that are in connection with NGC:

1. Comply with all applicable laws, regulations, standards, and codes of practice.
2. Comply with all relevant parts of the NGC Integrated Management System (IMS) that apply to each business task or activity.
3. Act in the best interest of NGC in alignment to the NGC Vision, Mission, Business Objectives, Core Values, which includes the undertaking and promotion of ethical and responsible decision-making (NGC-HR-STD-001 Business Objectives Values and Strategy).
4. Never act without proper authority contrary to NGC-FAA-STD-005 NGC Authority Matrix.
5. Act with integrity by being consistently honest, trustworthy, and accountable.
6. Avoid any conflict of interest, whether real or perceived.
7. Avoid behaviour which is, or might reasonably be perceived as discriminatory, harassing, bullying or intimidating (see NGC-CS-POL-002 Workplace Bullying, Harassment and Discrimination Prevention Policy).
8. Demonstrate respect for others by being courteous, fair and responsive in all dealings with stakeholders.
9. Neither provide, nor receive, gifts (other than gifts of nominal value or corporate gifts that are appropriately authorised) and payments that compromise one’s integrity or may be considered corruption or bribery with a third party (see NGC-CS-POL-003 Anti-Bribery, Corruption and Fraud Control Policy).
10. Neither use, nor allow the use of, NGC’s assets and resources for other than authorised purposes.
11. Take an active interest and proactive risk-based approach to the protection of the health and safety of people, the environment, and NGC’s assets and resources.
12. Treat confidential information obtained during business with upmost protection and care, and only use it for authorised purposes (see NGC-CS-POL-006 Privacy and Confidentiality)
13. Never make any representation on behalf of NGC, including making public statements, without proper authority.
14. 14. Never undertake fraudulent, corrupt, or improper activities (see NGC-CS-POL-003 Anti-Bribery, Corruption and Fraud Control Policy).
15. Encourage and support others to follow all company policies and procedures and raise awareness of appropriate methods for reporting improper conduct (see NGC-CS-STD-007 Whistle-blower Protections) Application and further Information All NGC personnel and representatives shall comply with this Standard. All roles are responsible for fostering a work environment that meets all the above stated principles.
16. Further information on terms or requirements within this Standard are supported by NGC-CS-REF-001 Code of Conduct Additional Supporting Information (available from the NGC intranet, NGC General Manager and onsite Company Officer’s). **Ignorance to seek additional information and assistance is not a defence for breach of the Code of Conduct**.

# Violation of the Code of Conduct

A contravention of the Code of Conduct Principles is considered misconduct (which may amount to serious misconduct). Such behaviour can threaten the wellbeing of NGC, other employees and our customers. Misconduct will be dealt with in accordance with NGC-CS-PRO-004 Discipline and can lead to application of the NGC-CS-PRO-005 Termination Procedures.

No Officer or Worker is to direct, approve or condone anything that violates the Code of Conduct Principles. Any, Officer or Worker who fails to promptly report and deal with any claim of violation will be subject to disciplinary action. If the situation includes the violation of a law, the matter may also be referred to the appropriate law enforcement agency. NGC personnel and representatives must report any breach, or suspicions of a breach of the Code of Conduct Principles. This includes behaviour that makes NGC personnel and associated persons feel threatened or under pressure to engage in conduct contrary to the Code of Conduct Principles. Intentionally making false allegations, as well as providing false or misleading information, will be treated seriously.

# Making a report

Suspected Code of Conduct breaches should be raised promptly and directly to:

* General Manager or Supervisor; or WHS Manager.
* In the event where the above are implicated in a report, then direct contact should be made to the WHS Consultant.

Where appropriate, the matter may be escalated to the Company’s legal consultant.

Matters that are considered grievances or complaints may be addressed in accordance with NGC-CS-PRO-003 Resolve Grievances.

# COMPLIANCE & REVIEW

Performance review and reporting, in addition to Management review and auditing determine compliance to this standard in accordance with NGC-WHSEQ-STD-005 Management Review and Auditing. To ensure this policy is followed correctly, Compliance and/or Internal Audit may conduct unannounced audits. These audits may include the review of transaction files and financial records, and random interviews with personnel. Full cooperation with audits is required of all NGC personnel and representatives.

This Standard is subject to regular review by NEXGEN Crushing and Screening Contractors.

# Verification of Competency Assessment

|  |  |
| --- | --- |
| **Worker Name:** | **A picture containing outdoor object, night sky  Description automatically generatedWorker Signature** I confirm I understand all requirements of this procedure |
|       |       |
| **Worker /Location** | **Date:** |
|       |    /    /      |

The trainee is required to answer all questions correctly in order to be deemed to have adequate understanding of this procedure. The trainer/assessor shall re-train/re-assess on incorrect answers.

|  |  |  |
| --- | --- | --- |
| **Question and Response** | **R-T** | **C** |
| 1. It is expected that all individuals or entities controlled by NGC, including all NGC workers and representatives (such as contractors and agents), follow the Code of Conduct principles
	* 1. **True**
		2. **False**
 | □ | □ |
| 1. I must avoid behaviour which is, or might reasonably be perceived as discriminatory, harassing, bullying or intimidating
	* 1. **True**
		2. **False**
 | □ | □ |
| 1. One of my primary responsibilities is take an active interest and proactive risk-based approach to the protection of the health and safety of people, the environment, and NGC’s assets and resources.
	* 1. **True**
		2. **False**
 | □ | □ |
| **Assessor** |
| **Assessor Comments:** *(i.e. List any Questions that were retrained / re-assessed)* |
|  |
| **Sign/ date when “Assessment” is completed, and the candidate is deemed Competent.** |
| **Assessor Name (Print)** | **Assessor Signature** | **Date** |
|       |  |    /    /      |