

# Code of Conduct

## The Intent of the Code

The intent of the Code of Conduct is to engender professional unity and pride in all activities undertaken by Westvic Staffing Solutions.

The Code reflects the Vision of Westvic Staffing Solutions and acts as an effective demonstration of the companies' values which are embodied in the Principals of this Code.

## Principals

- ✓ **Build Trust and Credibility** - The success of our business is dependent on the trust and confidence we earn from our employees, customers and the community
- ✓ **Equality and the Respect for the Individual** - People are the foundation of our success, and all our people must be treated fairly, respectfully and with dignity
- ✓ **Create a Culture of Open and Honest Communication** - We all deserve to work in an environment where we are treated with dignity and respect
- ✓ **Uphold the Law** - Our commitment to integrity begins with complying with laws, rules and regulations where we do business. Further, each of us must have an understanding of the company policies, laws, rules and regulations that apply to our specific role
- ✓ **Health and Safety** - We recognise that health and safety, social responsibility and environmental sustainability are crucial to business
- ✓ **Accountability** - Each of us is responsible for knowing and adhering to Westvic Staffing Solutions values and standards and for raising questions if we are uncertain about company policy
- ✓ **Accurate Public Disclosures** - We will make certain that all disclosures made in financial reports and public documents are full, fair, accurate, timely and understandable
- ✓ **Confidential and Proprietary Information** - Integral to our business success is our protection of confidential company information, as well as non-public information entrusted to us by employees, customers and other business partners
- ✓ **Client Relations** - We seek constructive feedback from our clients as we recognise that it is a key component to improving our services.