



UPTI Employee Code of Conduct

All employees should adopt a work ethic, which will lead to increased productivity, professionalism and performance standards to keep all reworks to an absolute minimum.

2.14.1 Performance Expectations

- Show initiative
- Use judgment
- Act professionally
- Be responsible
- Act courteously
- Be punctual
- Be a team player
- Strive for best performance

2.14.2 Unacceptable Behaviour

The following misconduct, although not limited to these items, may at the manager's discretion warrant immediate suspension whilst being investigated or may result in immediate summary dismissal following the appropriate disciplinary action being taken:

- Stealing
- Violence
- Offensive, threatening or abusive Language
- Fighting, horseplay or disorderly conduct
- Sexual Harassment
- Neglect of duty or deliberately wasting time during working hours
- Breach of safety procedures
- Refusing or failing to carry out any lawful instruction of a supervisor
- Fraud such as deliberate misrepresentation of time sheets, purchase documents, store, documents and the like
- Intentionally giving any false or misleading information to obtain a leave of absence
- Failing to be at the workplace ready for work at the regular starting time
- Stealing Company assets (including electronic) or another employee's property
- Being under the influence of alcohol or illegal substances
- Smoking contrary to established policy
- Using Company equipment and or property in an unauthorised manner
- Violating any fire protection system; and
- Malicious damage to Company assets and deliberate damage to another employee's property.

Note: Employees should make every effort to adhere to the Company procedures; failure to ensure these procedures are carried out may result in disciplinary action being taken by the Company.



2.14.3 Action in Response to Breach of Code of Conduct

If it is alleged that an employee has conducted himself or herself in a manner as outlined above and the manager needs to investigate the behaviour. Further, the Company will follow the following procedures:

- The Company will conduct an investigation to determine what circumstances should be considered in deciding whether to dismiss the employee
- The Company will outline to the employee what they have done or have failed to do
- The employee will be allowed to, if they request to, have an independent, non-employee, third party present with them at employee/employer meetings
- Any allegations resulting from the above will be explained to the employee
- The employee will be given a fair opportunity to be heard on any allegations
- If the employee is found to have breached the code of conduct, he or she will be given a fair opportunity to be heard on whether a dismissal should take place; and
- The Company will consider matters raised by the employee which are not directly connected with the alleged offence that might mitigate the penalty.

2.14.4 Action if Found to Breach the Code of Conduct

If it is found that the allegations are substantiated, management will issue you a formal warning or summary dismissal depending on the severity of the breach.

Disciplinary action taken against you may be based on the following procedure:

OFFENCE	1 ST OCCASION	2 ND OCCASION	3 RD OCCASION	4 TH OCCASION
Unsatisfactory conduct	Formal verbal warning	Written warning	Final written warning	Termination
Misconduct	Final written warning	Termination		
Serious misconduct	Termination			

In relation to disciplinary procedures, we will consider your length of service and the severity of the misconduct to vary the procedures accordingly. If you have a short amount of service, you may not receive any warnings before termination, but you will retain the right to a disciplinary hearing.

If you are in a supervisory or managerial position then a demotion to a lower status at the appropriate rate of pay may be considered as an alternative to termination, except in cases of serious misconduct.

Serious misconduct offences will result in termination without notice. Duration of Warnings

1. **Formal verbal warning:** A formal verbal warning will normally be disregarded for disciplinary purposes after a 6-month period.
2. **Written warning:** A written warning will normally be disregarded for disciplinary purposes after a 12-month period.
3. **Final written warning:** A final written warning will normally be disregarded for disciplinary purposes after an 18-month period.