



## INDIVIDUAL CODE OF ETHICS

In addition to their other duties, employees are responsible for:

1. Taking reasonable care for the health and safety of themselves and for that of other persons who may be affected by their conduct.
2. Co-operating with management to enable them to fulfill their statutory duty.
3. Observing all Company rules and instructions relating to health, safety and welfare in order to ensure not only their personal safety but also others.
4. Not intentionally or recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
5. Using the personal protective equipment, clothing or safeguards provided and Reporting immediately to their supervisor any equipment, conditions or Practices appearing likely to jeopardize health or safety
6. Conducting themselves in an orderly manner while on Company business and refraining from any form of horseplay.
7. Reporting all accidents to their supervisor whether or not any injury is sustained.
8. Being aware of the fire evacuation procedure, location of Air Horn points and fire extinguishers.
9. Maintaining a good standard of housekeeping at their place of work.
10. Using the correct tools or equipment for the work and reporting any damaged unsuitable or missing equipment to their supervisor.
11. As required, report to H & S Officer/Operations Manager.

