



## **Sheep Worx Code of Conduct Policy**

### **Policy brief & purpose**

The Sheep Worx Code of Conduct policy outlines our expectations regarding employees' behaviour towards their colleagues and the clients.

We promote freedom of expression and open communication, however we expect all employees to follow our code of conduct. They should avoid offending others, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organised, respectful and collaborative environment.

### **Scope**

This policy applies to all our employees regardless of their position within Sheep Worx.

### **Policy Elements**

#### **Respect in the workplace:**

All employees should respect their colleagues and the clients. Bullying, harassment or discriminatory behaviour of any kind (including racism, religious vilification, sexism or sexuality related discrimination) will not be tolerated.

#### **Job duties and authority:**

All employees should fulfil their job duties with integrity and respect toward their colleagues and the clients. All employees are expected to work as a team. All employees are expected to follow instructions from management and complete their duties to the highest standard and in a timely manner. We encourage mentoring throughout Sheep Worx.

#### **Quality Standards and Professionalism:**

All employees are expected to complete their work to the highest quality standard they can achieve and must show integrity and professionalism in the workplace.

**Punctuality:**

All employees are expected to be on time and ready to start work by 7.30am unless advised otherwise.

**Animal Cruelty:**

Cruelty to animals will not be tolerated and will be grounds for dismissal.

**Drugs and Alcohol:**

All employees are expected to be sober and drug free while working. Any employee seen to be drinking alcohol or taking drugs at work will be instantly dismissed.

**Communication and Collaboration:**

All employees must be open for communication with their colleagues, clients and team members. Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

**Chain of command:**

If any issue or problem arises that cannot be resolved through civil conversation it must be quickly and directly reported to Sheep Worx management.

**Compliance:**

Sheep Worx expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner. Failure to comply with the principles and the spirit of the Code of Conduct Policy will be considered a serious breach of Sheep Worx policy and will be investigated. Breaches of the code or policy framework will result in disciplinary action, ranging from a verbal warning through to the termination of employment for serious breaches.

While the code provides general guidance and minimum expectations regarding employee conduct, no code or policy can ever cover every conceivable circumstance that may be faced. In all duties undertaken for Sheep Worx, the expectation is to listen and to act upon the spirit of the Code of Conduct and good conscience, to help build and maintain a positive personal reputation as well as Sheep Worx's reputation.