
TASFOODS LTD

54 Tamar St, Launceston.
(03) 6331 6983
admin@tasfoods.com.au

ABN 53 084 800 902 ACN 084 800 902

Code of Conduct

INTRODUCTION

This Code of Conduct covers and applies to:

- employees of TasFoods,
- contractors working at TasFoods, and
- other people on site at TasFoods including volunteers, people on work experience and visitors.

It applies in relation to:

- behaviour at any TasFoods site,
- the performance of work for or in connection with TasFoods, and
- conduct outside of the workplace or working hours if the acts or omissions:
 - are likely to cause serious damage to the relationship between TasFoods and an employee, contractor or other person;
 - are incompatible with an employee's or contractor's duty to TasFoods; or
 - damage or are likely to damage TasFoods interests or reputation.

Any breach of this Policy may result in disciplinary action in accordance with the Disciplinary Policy and Procedure. Any employee or contractor who becomes aware of a breach of this Policy must disclose this breach either to their Manager or to the Manager Human Resources. In extreme circumstances, an individual may be concerned that a serious breach of this Policy has occurred but considers that it would be personally damaging to report it through normal channels, in such a case they should report it under the Whistleblowing Policy.

REQUIREMENTS

- ☆ Work safe, report all hazards and incidents and look out for each other
- ☆ Present to work in a fit and proper state - this includes not being fatigued at work. Notify TasFoods if you have a second job or undertake other activities outside work hours which may cause fatigue or otherwise interfere with your ability to safely perform your work at TasFoods.
- ☆ Comply with the food safety system requirements and maintain a clean and tidy environment, as well as maintaining a high level of personal hygiene and sanitation
- ☆ Maintain a reputation for the highest level of customer experience and create real value for our customers
- ☆ Treat everyone equally with respect, dignity and without harassment, victimisation or discrimination
- ☆ Act with professionalism by working co-operatively with others at TasFoods and using your best endeavours and sound judgement when carrying out your duties
- ☆ Comply with any reasonable lawful direction or instruction given by a person having authority to give that direction or instruction



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- ☆ Use TasFoods' property and resources in a responsible and safe manner
- ☆ Use communication devices and electronic information (such as, e-mail and internet) in a manner that would not offend any other person on either a professional or personal basis
- ☆ Maintain appropriate confidentiality about any confidential information at TasFoods, including the work undertaken at TasFoods and not post information on social media about the organisation
- ☆ Take reasonable steps to avoid any real, potential or perceived conflict of interest in connection with your employment or contract, and if it cannot be avoided disclose and manage the conflict appropriately
- ☆ Do not seek to gain a gift, benefit or advantage for yourself or for any other person from your work at TasFoods and if a gift is received discuss what to do with your Manager and record the details on the gifts register
- ☆ Perform duties in a manner that upholds the integrity and good reputation of TasFoods and not do anything to undermine or bring TasFoods' reputation into disrepute.
- ☆ Adhere to all laws, policies and procedures that are currently in place or amended from time to time, and any new policy or procedure that is adopted by TasFoods.

