



"Find a job you enjoy doing, and you will never work another day in your life"



FINDMEA – CODE OF CONDUCT

Everybody, Everyday, Everywhere

At work and work-related social situations, or any situation in which you are representing FINDMEA:

- Embrace and act in accordance with our Values and Behaviours.
- Make truthful statements, promises or commitments that you are able to meet.
- Fulfil your contract of employment.
- Learn about and comply with FINDMEA policies and procedures, and all relevant laws.
- Discuss situations you think could be in breach of the Code with your line manager.
- Keep the Code of Conduct accessible for ongoing reference.

Diversity and Equal Opportunity

FINDMEA is committed to diversity and equal opportunity. We will recognise and appreciate the value of our differences, internally amongst team members and also externally amongst customers, suppliers, contractors and anyone we interact with in our work. We will not accept harassment, sexual harassment, discrimination, bullying or any other inappropriate workplace behaviour. I will:

- Treat everyone that I interact with in the course of my employment with dignity, courtesy and respect.
- Contribute positively to an environment where team members and others I interact with can work and customers can shop without the distress or interference caused by harassment, sexual harassment, discrimination or bullying.
- Not unlawfully discriminate against people in all aspects of my employment with FINDMEA.
- Not make any disparaging or untruthful remarks about other team members, customers, competitors, contractors or suppliers.

Confidentiality of Information

Information is considered confidential when it is not readily available to the public. The majority of information used throughout FINDMEA and it's Clients is confidential. If you are in doubt, treat information as confidential. FINDMEA and it's Clients will not accept the unauthorised disclosure of confidential information.

Your Safety, Health and Wellbeing

FINDMEA will provide a working environment where team members are safe. FINDMEA will not accept behaviour that puts at risk the safety of team members, client staff, contractors or anyone we interact with in our work. This includes physical and psychological violence or harm, or threats of violence or harm. I will:

- Behave in a way that ensures my safety and the safety of others.
- I will not put the safety of others or myself at risk.
- Follow all safety requirements.
- Attend fit for work, not under the influence of alcohol or other drugs/substances.
- Not possess or traffic illegal drugs or weapons at work.
- Not smoke on company premises except in designated areas.
- Maintain personal presentation standards.
- Report any hazard I am aware of to my manager and my consultant.
- Report any incident as soon as possible to my manager and my consultant.

Reporting a breach

If you genuinely believe that conduct in breach of this Code has occurred, we want you to raise your concerns. Team members who are concerned about conduct should raise their concerns with their consultant. If the breach involves your consultant, raise it with their line manager.