

Code of Conduct

Title:	Code of Conduct
Type:	Policy
Division:	Corporate
BU/Dept:	All
Branch:	National
Intended for:	All Personnel
Versions:	<ol style="list-style-type: none"> 1. 29 Dec 2015 – General Manager 2. 13 May 2021 – Head of People and Wellbeing

Purpose

This policy outlines the expectations of Star Aviation in relation to the behaviour of its employees. It provides clear guidelines to managers and employees, so there is a common understanding of the values and expected standard on matters relating to this issue. The primary purpose is to make sure that high standards of corporate and individual behaviour are observed, when conducting the business of Star Aviation and its associated brands. It is also there to provide support for those behaviours, and this will help enhance public confidence in our company

Introduction

The Code of Conduct (“Code”) of Star Aviation (“Star”) is a statement of Star’s corporate ethics and philosophy and provides clear guidelines regarding the values and standards of behaviour expected from all workplace participants. This Code is not intended to provide an exhaustive list of the types of behaviour expected from workplace participants, however, it provides an overview of Star’s fundamental business values.

The Code underpins all business decisions, actions and behaviour and relates to dealings with customers, suppliers, clients, co-workers, management and the general public.

Application

The Code applies to all employees, agents and contractors (including temporary contractors) of Star, collectively referred to as “workplace participants”.

The Code

Workplace participants are expected to:

- behave honestly and with integrity in the course of their work,
- act with care and diligence during the course of their work,
- treat customers, clients, suppliers, co-workers, company management and the general public with respect and courtesy,
- comply with all laws in force at the place/s where work is performed,
- comply with all Star's policies and procedures and all contracts pertaining to their work,
- comply with any lawful and reasonable direction given by Star,
- disclose, and take reasonable steps to avoid, any conflict of interest (real or perceived) in connection with their engagement by Star,
- not utilise their position for private purposes, or solicit or accept any gift or benefit in connection with their employment or engagement which might compromise, or be seen to compromise their integrity or Star's reputation,
- not act for an improper or ulterior purpose to the detriment (whether perceived or actual) of Star,
- be honest and fair in dealings with customers, clients, suppliers, co-workers, management and the general public. Workplace participants must not make false or misleading declarations during the performance of their duties,
- display an appropriate image of professionalism in the workplace. This requires workplace participants to ensure that they are always dressed in a neat and tidy manner,
- promptly report any violations of law, Star's policies and procedures or this Code,
- behave in a way that upholds the integrity and good reputation of Star and would not bring disrepute upon Star's customers, clients or suppliers,
- maintain during employment with Star and after the termination of employment, the confidentiality of any confidential information, records or other materials acquired during the employment with Star,
- not fight or use inappropriate language in the workplace,
- never report for work in circumstances where there is a risk that the workplace participant could be affected by or 'under the influence' of illicit drugs or alcohol. If a workplace participant is taking prescription medication that could affect the performance of work, they must inform their Manager at the commencement of their working day.

Breaches

A breach of this Code may lead to disciplinary action. Breaches of this Code will be handled in accordance with Star's Counselling and Disciplinary Procedure.

Associated Documents

- HRM-POL-0002 Workplace Behaviour Policy
- HRM-PRO-0001 Counselling and Disciplinary Procedure
- HRM-PRO-0002 Complaints and Grievances Procedures

Workplace Participant Acknowledgement

I Acknowledge that:

- I have read the Code of Conduct Policy
- I must comply with the Code; and
- There may be disciplinary consequences if I fail to comply with the Code

