

C R A G G Y R A N G E

VINEYARDS LTD

Policy Name:	Code of Conduct	Department:	Human Resources		
Policy Owner:	Human Resources Manager	Approved By:	Chief Executive Officer		
Creation Date:	August 2016	Review Date:	August 2018	Version Number:	1

1. Purpose

- 1.1 This policy affirms Craggy Range's belief in responsible social and ethical behaviour from all employees and clarifies the standards of behaviour that Craggy Range expects of all employees.

2. Scope

- 2.1 Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, Contractors, Clients, Customers and suppliers

3. Definitions

- 3.1

4. Policy

- 4.1 The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the expectation that every employee will conduct themselves with high integrity and honesty. More specifically, it is expected that all employees conduct themselves by the following expectations:

- 4.1.1. Act and maintain a high standard of integrity and professionalism
- 4.1.2. Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- 4.1.3. Incur no liability on the part of the Company without proper authorisation
- 4.1.4. Be considerate and respectful of the environment and others
- 4.1.5. Take reasonable care for his or her own health and safety and ensure that any action or inaction does not adversely affect the health and safety of others
- 4.1.6. Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, contractors, clients and suppliers
- 4.1.7. Avoid apparent conflict of interests, promptly disclosing to a Craggy Range senior manager, any interest which may constitute a conflict of interest
- 4.1.8. Promote the interests of Craggy Range
- 4.1.9. Perform duties with skill, honesty, care and diligence
- 4.1.10. Respect the privacy of individuals and use confidential information only for the purposes for which it was intended
- 4.1.11. Maintain all qualifications and certifications necessary for the performance of your duties legally and efficiently

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4.1.12. Abide by policies, procedures and lawful directions that relate to your employment with Craggy Range and/or our Contractors/Clients/Customers

4.1.13. Under no circumstances should any business transaction be influenced by the offering or accepting of gifts and/or money

4.1.14. Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

5. Procedure

5.1 Craggy Range expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee in breach of this policy may be subject to disciplinary action.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from their Manager or the Human Resources Manager.