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Behaviour & Conduct Policy

The following standards are required of all Management and Staff of Piening Holdings Pty Ltd t/as Piening Contracting.

Harassment and Sexual Harassment Policy

Piening Contracting does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Piening Contracting does not tolerate sexual harassment.

Violence in the Workplace

Piening Contracting has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Piening Contracting or which occur on Piening Contracting or clients' property, will not be tolerated.

Ethical Standards

Piening Contracting insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are the two driving forces behind Piening Contracting great success story. When faced with ethical issues, employees are expected to make the right professional decision consistent with Piening Contracting principles and standards.

Dress Code

Employees of Piening Contracting are expected to present a clean and professional appearance while conducting business, in or outside of the office. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects Piening Contracting reputation or image is not acceptable.

Criminal Records

When appropriate, a criminal record check is performed to protect Piening Contracting and its clients & customers interest and that of its employees and clients.

Alcohol and Substance Abuse

It is the policy of Piening Contracting that the workplace be free of illicit drugs and alcoholic beverages, and free of their use. In addition to damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver damage, and kidney damage, the abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. This could have tragic consequences where demanding or stressful work situations call for quick and sound decisions to be made.

Gifts

Advance approval from management is required before an employee may accept or solicit a gift of any kind from a client. Employees are not permitted to give unauthorised gifts to clients.

Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. Employees are not permitted to distribute non-company literature in work areas at any time during working time


John Piening
Managing Director
1st September 2012