

mteSA Code of Conduct Policy

Policy Number:	02
Authorised By:	Management Board mteSA
Adoption Date:	9 February 1999
Introduction Date:	July 2022
Revision Due:	July 2024

Policy Statement

All employees of mteSA are expected to observe the highest possible standards of behaviour, ethics and integrity as a condition of their employment.

The standards expected of employees include, but are not limited to:

- Strict observation of workplace health and safety rules, responsibilities and practices at all times
- Compliance with all organisational policies, procedures, rules and contractual obligations
- Compliance with all relevant industry legislative requirements in the performance of all duties
- Adherence to appropriate professional Codes of Practice and or ethics (such as accounting standards or building codes)
- Compliance with all reasonable and lawful instructions of manager/supervisors
- Adherence to the confidentiality of any information, records or other sensitive material acquired during the course of employment and or after the cessation of employment
- Honesty, respect, fairness and a courteous manner in all dealings with customers, clients, co-workers, suppliers, management and the general public
- The proper intended use of, and respect for mteSA and the Host Employers equipment, information, electronic systems, supplies and property (including intellectual property)
- Not to make any unauthorised public statements, including to the media, about mteSA and your Host Employer's business. Requests for media statement must be referred to the appropriate manager/supervisor or person responsible
- Not to compete with or against the interests of mteSA or Host Employer either directly or indirectly. This includes a duty not to engage in outside employment without prior approval
- No assault against another person, including fighting in the workplace
- No offensive language and or behaviour in the workplace, including the use of electronic systems
- No unlawful discrimination, harassment or bullying in the workplace
- Not to possess, distribute, sell, consume or be under the influence of drugs or alcohol whilst in the workplace.

A breach of this Code of Conduct Policy by any employee results in disciplinary action being taken.

Policy Procedures:

1. This policy applies to all internal and non-internal employees of mteSA
2. An employee who suspects or becomes aware that this Code of Conduct Policy may be breached must report the matter to their manager/supervisor immediately, including any information or evidence that they have
3. Where an employee is unsure of their own conduct in relation to the operation of this Code of Conduct Policy, they must bring the matter to the attention of their manager/supervisor for discussion and clarification of the policy and its application to their particular circumstances, as soon as they become aware of a breach, or potential breach
4. Employees who are in breach of this Code of Conduct Policy, or suspected of being in breach of this policy, are dealt with in accordance with the normal disciplinary process that applies at mteSA. In severe or repeated instances, or where a fundamental breach of employment contract occurs, termination of the employment contract may occur
5. A copy of this Code of Conduct Policy is to be published and displayed by suitable means to allow all employees to become aware of their responsibilities and to enable compliance with its terms and conditions.

Roles and Responsibilities

Management are responsible for:

- Considering each employee reported breach and applying this policy to individual situations
- Ensuring each possible breach is managed in line with this policy
- Ensuring this policy remains up to date and considers best practice
- Inform employees of any updates to this policy.

Employees are responsible for:

- Ensuring they comply with the mteSA policies and procedures
- Ensuring that they behave in an appropriate manner and in line with the code of conduct
- Inform management as soon as possible if a breach of conduct has occurred
- Discuss with management if there are any concerns.

mteSA Board are responsible for:

- To review the policy within the required timeframe
- To approve amendments to this policy ensuring best practice is considered.

Further Information

Please contact your manager if you require additional information in relation to this policy.