

DUNCAN YOUNG CONSULTING

leadership & communication

CODE OF CONDUCT

Duncan Young Consulting Pty Ltd (DYC) acknowledges and pays our respects to First Nations knowledge holders and recognise the unceded lands on which we live, work and learn.

Purpose

This policy affirms Duncan Young Consulting Pty Ltd (DYC) belief in responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that DYC expects of all employees.

Principles

Our employees contribute to the success of our organisation and that of our clients. DYC fully endorse that all employees are not deprived of their basic human rights. Furthermore, our employees have an obligation to the business, our clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and Client trust.

Our corporate values provide the framework for our business ethics:

1. **Personal integrity, social justice and equal rights:**
 - a. DYC and staff will hold respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of people. We will respect the dignity and worth of every individual, promote and practise understanding, respect, compassion and tolerance, and will demonstrate discretion and maintain confidentiality as required.
 - b. DYC and its staff will show respect for all persons equally without distinction whatsoever of race, gender, religion, colour, national or ethnic origin, language, marital status, sexual orientation, age, socio-economic status, disability, political conviction, or any other distinguishing feature. We will always strive to remove all barriers to equality. Respect cultures, customs and traditions of all peoples, and will strive to avoid behaving in ways that are not acceptable in a particular cultural context.
 - c. DYC and its staff will not tolerate any form of sexual exploitation or abuse and are aware that misconduct is ground for disciplinary measures including summary dismissal.
 - d. DYC and its staff will actively and consciously source and procure products and services for our operations in an ethical, sustainable and socially conscious way.
 - e. DYC and its staff will act for the benefit of society by both avoiding harmful social and environmental acts as well as proactively engaging in actions that have a positive impact on the welfare of society and the environment.
2. **Professional standards:**
 - a. DYC and its staff take personal responsibility for the quality of our work and always strive to grow as professionals.
 - b. We aim to build constructive and respectful working relations with partners, will continuously seek to improve performance, and will foster a climate that encourages learning, supports positive change, and applies the lessons learned from experience.
 - c. DYC and its staff foster a culture of open communication where we communicate openly, fairly and constructively with each other. We deal with conflicts at work in a professional manner, working together to find solutions.
 - d. We respect colleagues' and clients' privacy, and avoid misinformation.
 - e. We provide transparent information to our customers, to the general public and to each other.
 - f. DYC and its staff support and protect anyone who raises a good-faith concern in connection with a potential violation of the Code of Conduct, company policies, or the law. Ensuring no one will ever be discriminated against, disciplined, or penalised for having the courage to report a suspected violation or for assisting with an investigation. All reports will be dealt with in a timely and confidential manner.
 - g. We do not make anticompetitive agreements with competitors and respect competition laws when working with clients and suppliers.

- h. DYC and its staff and contractors will be responsible and scrupulous in the proper use of company information, funds, equipment, and facilities.
 - i. DYC will always perform duties with skill, honesty, care, and diligence.
- 3. **Safety, health and welfare:**
 - a. Duncan Young Consulting and its staff promote remain aware of and comply with all instructions designed to protect individual's health, welfare and safety.
 - b. Always consider the safety of staff in operational decisions and bring any issues to the immediate attention of colleagues or clients.
 - c. Endeavour to ensure that the health and well-being of staff and their families are not subjected to undue risk, promoting a healthy work-life balance for staff, and will respect staff entitlements.
- 4. **Anti-bribery and Anti-Corruption**
 - a. Duncan Young Consulting Pty Ltd and its staff watch out for behaviour that could constitute a bribe and always exercise caution with government officials, avoiding any improper actions and always raise bribery concerns to authorities.
 - b. Make sure that those with whom we do business are aware we have a commitment to do business free from bribery and corruption.
 - c. Avoid the perception that any business transaction may be influenced by offering or accepting gifts.
 - d. Under no circumstances may employees offer or accept money
 - e. DYC will always accurately record business expenditure and maintain accurate business records.

DYC expects co-operation from all employees and contractors 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, including termination.

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

This policy will be regularly reviewed by Duncan Young Consulting Pty Ltd, and any necessary changes will be implemented by the DYC Management team. DYC reserves the right to update this Code of Conduct policy at any time without notice, in order to address changed circumstances or legislation or improve code of conduct practices. You may obtain a copy of the current version of the Code of Conduct policy by contacting DYC.