

POLICY STATEMENT

The 3LA Code of Conduct defines the standards of behaviour expected of all personnel. This policy applies to all employees regardless of employment type, seniority, or location — whether site-based or office-based.

All personnel are expected to:

- Adopt a safe approach to all situations
- Demonstrate integrity and professionalism in the workplace at all times
- Enhance the reputation of 3LA through ethical practice and sound judgement
- Adhere to our Equal Employment Opportunity policy across all aspects of their work
- Comply with all fitness for work requirements

AIMS AND OBJECTIVES

All employees will act responsibly and in a manner consistent with 3LA's business values and policies. 3LA maintains a zero-tolerance position on the following behaviours:

- Theft, fraud, or any other illegal activity
- Hindering or obstructing another person's efforts to perform their work
- Irresponsible use of alcohol or prescription drugs that could cause harm to self or others
- Breach of any 3LA policy or procedure
- Discrimination, bullying, harassment, or any behaviour that violates the basic rights of others
- Smoking in designated non-smoking areas
- Inappropriate use of company time, property, or resources
- Misuse of company offices, equipment, or vehicles

RESPONSIBILITIES

Serious misconduct, or repeated misconduct of any nature, will be investigated and may result in immediate termination of employment.



Managing Director

Managing Director