

Worker Code of Conduct Policy



Maxima Cleaning Group

4 Barup Close, Middle Park QLD 4074

72603134103

Content

Introduction	2
Review Procedure	2
Standards and Guidelines	2
Terminology	3
Document Control	3
Worker Code of Conduct Policy	4
Appendix A: Worker Acknowledgement	5

Copyright © 2023 All Rights Reserved

Introduction



With so many different personalities and work styles, it's important to have a code of conduct in the workplace to ensure everyone is on the same page. A code of conduct isn't just a list of rules; it's a way to build a positive work culture and promote teamwork. When we all agree to follow the same guidelines, we create a more cohesive and efficient work environment.

Review Procedure

The Managing Directors will review the policy as required. The review schedule is directed in response to organisational and/or legislative changes and requirements. The review will be undertaken in consultation with workers, company representatives, and other relevant parties. All relevant persons will be made aware of changes made because of the review.

This policy will be reviewed if:

- there are changes in the workplace that may affect the policy;
- the policy is not effective;
- there are legislative changes that affect the policy;
- there is a breach of this policy.

This policy is reviewed at least annually.

Standards and Guidelines

Fair Work Act 2009

Cleaning Services Award (MA0000022)

National Employment Standard (NES)

Terminology

Abbreviations and Acronyms

HR: Human Resources.

- ✦ *For this policy, no specific references will be made to the terms Health, Safety at Work (HSW), Work Health and Safety (WHS), we will refer to Occupational Health and Safety (OHS) as per the Australian Standard/New Zealand Standard (AS/NZS) International Organisation for Standardisation (ISO) 45001:2018.*

Definitions

Code of conduct: The set of rules outlining the norms, responsibilities, and behaviour of people within the organisation.

"We, us, our, our company or the organisation" means Maxima Cleaning Group.

Worker: is a person who carries out work in any capacity for an Organisation, including work as:

- | | |
|--|--|
| a. An employee, or | f. A person of a prescribed class, or |
| b. Outworker, or | g. A contractor or subcontractor, or |
| c. An apprentice or trainee, or | h. A worker of a contractor or subcontractor, or |
| d. A student gaining work experience, or | i. A worker of a labour-hire company. |
| e. A volunteer, or | |

Workplace – means a place where work is carried out for a business or undertaking and includes any place where a worker goes or is likely to be while at work. A workplace includes:

- a. A vehicle, vessel, aircraft, or other mobile structure; and
- b. Any waters and installations on land, on the bed of any waters or floating on any waters.

Document Control

Distribution Record Register

Copy	Issued to	Controlled Copy		Authorised by	Recipient Signature	Issue Date
		Y	N			
1		<input type="checkbox"/>	<input type="checkbox"/>			
2		<input type="checkbox"/>	<input type="checkbox"/>			
3		<input type="checkbox"/>	<input type="checkbox"/>			
4		<input type="checkbox"/>	<input type="checkbox"/>			
5		<input type="checkbox"/>	<input type="checkbox"/>			

Amendment Record Register

Issue #: 1

Issue Date:

Rev. #	Date	Details		Description of Changes	Approved By
		Section #	Para. #		
1					
2					
3					
4					
5					

Worker Code of Conduct Policy

All workers and management at Maxima Cleaning Group must follow the Code of Conduct.

As an worker, you have a right to:

- be spoken to politely; and
- be treated with respect; and
- be treated fairly and courteously by colleagues and those outside the organisation; and
- be treated fairly in recruitment, training and promotion; and
- have your private life and commitments outside work respected; and
- have your point of view listened to and considered; and
- expect not to be harassed or intimidated at work and in particular have a right not to be harassed or intimidated because of race, gender, colour, ethnic or national origin, religion, disability, marital status, age or sexuality; and
- report bullying, harassment or intimidation and have your complaint properly investigated.

As an worker, you have a responsibility to:

- act professionally in your dealings with colleagues - treat colleagues as you would like to be treated; and
- consider others in the exercise of your duties; and
- try to find solutions and work through disagreements with others; and
- take responsibility for your actions and behaviour; and
- take action if you witness or are made aware of any improper conduct, including any act of harassment or discrimination; and
- not to discriminate against persons because of their race, gender, colour, ethnic or national origin, religion, disability, marital status, age or sexuality; and
- not to put pressure on others to discriminate unlawfully; and
- ensure that your behaviour (and your appearance at work whilst representing us does not cause embarrassment or reflect negatively in a way that could hurt or damage our reputation.

All workers are required to acknowledge they have read and understood the contents of this policy document by signing the *Worker Acknowledgement (Appendix A)*.

Signature:

Date:

Director

Appendix A: Worker Acknowledgement

I have read and been informed about the content, requirements, and expectations of the Human Resources Policies and Procedures at Maxima Cleaning Group.

I agree to abide by the policy guidelines as a condition of my employment.

I understand that if I have questions at any time regarding any policy, I will consult with my immediate supervisor for clarification.

Worker Signature:

Date:

Worker Printed Name:
