

Code of Conduct Policy

Fraudulent and Corrupt Behaviour

This Code seeks to provide the basis for developing a positive workplace culture and builds upon our standards. Action Glass and Aluminium standards of behaviour expected of employees are outlined below.

When dealing with all members of the public we are expected to conduct ourselves in an honest, ethical and professional manner and not to engage in fraudulent and corrupt behaviour, which are the most serious forms of misconduct.

We are required to report any suspected fraudulent, illegal and corrupt behaviour through the appropriate procedures.

Forms of Fraud and Corruption

Fraud is a dishonest activity that causes actual or potential financial loss to any person or the organisation.

Corrupt conduct occurs when an employee uses or attempts to use their position for personal advantage or to cause detriment to any individual or others that is against the public interest. Fraud and corruption can take many forms such as:

- Fraudulent use of funds;
- Use or disclosure of confidential information for personal gain or for another person or entity;
- Theft;
- Causing a loss, or avoiding or creating a liability by deception;
- Providing false or misleading information to the client/public, or failing to provide information where there is an obligation to do so;
- Making, using or possessing forged or falsified documents;

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- Bribery, corruption or abuse of position;
- Unlawful use of company computers, credit cards, telephones, vehicles and other property or services;
- Failure to disclosure relevant conflicts of interest when making decisions, including those related to procurement, recruitment, regulation or compliance activities;
- Making false claims of expenses, work hours or leave entitlements; and
- Any offences of a like nature to those listed above.

A handwritten signature in blue ink, appearing to read 'John Mitsikas'.

John Mitsikas
Director

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