

Code of Ethics & Professional Conduct

Builder2 strives to attain a level of excellence in all of its activities. This applies to the way in which we interact internally and externally.

In all of our activities we aim:

Be Inclusive.

We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability. We will adhere to the requirements of the Anti-Discrimination Act of 1977 and the Equal Employment Opportunity Act of 1987

Be Considerate.

We all depend on each other to produce the best work we can as a company. Your decisions will affect clients and colleagues, and you should take those consequences into account when making decisions.

Be Respectful.

We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

Choose Our Words Carefully.

Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This includes, but is not limited to:

- Threats of violence.
- Insubordination.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behavior.

Do Not Harass.

In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

We will adhere to the requirements of the SafeWork NSW Code of Practice Sexual and Gender Based Harassment

Make Differences into Strengths.

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes, and blaming each other doesn't get us anywhere.

Instead, focus on resolving issues and learning from mistakes.

We Are Good Corporate Citizens

Our aim is to meet and exceed industry best practice in the following areas:

Human Resources

- Adherence to the requirements of the Modern Slavery Act of 2018 as detailed in our Modern Slavery Policy

- By following the guidelines detailed in the Australian Government's National Action Plan to Combat Human Trafficking and Slavery 2015–19
- By conducting recruitment activities that adhere to all domestic policies and standards to combat trafficking in person.
- By paying all employees wages that meet Australian legal requirements.
- By providing an employment contract or other required work document containing all required information about the terms of conditions of employment will be provided to the employee.

Only employing those with the right to work in Australia as demonstrated by:

- Citizenship of Australia or New Zealand
- Permanent Residency
- An appropriate Work Visa as defined by the Department of Home Affairs

Corruption

We will not offer, make payment or provide a benefit to someone to influence the performance of a person's duty and/or to encourage misuse of his or her authority.

Conflict of Interest

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the organisation. Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder).

It is the policy of Builder2, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to Builder2.

Builder2 will manage conflicts of interest by requiring employees to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.



John Collins
Managing Director
Builder2 Pty Ltd