



Fodico Code of Conduct

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Fodico Code of Conduct

Introduction

Fodico recognises the need to establish fair and equitable relationships with its employees and to promote a stable environment in which all can work productively and in harmony. This Company is committed to achieving this aim and promoting industrial stability based on trust, co-operation and teamwork. For us to do this, obligations and responsibilities must fall equally on the Company and every one of its employees.

Fodico's management will:

- Respect every employee's dignity, rights, freedoms and individual needs;
- Provide a working environment that is safe, challenging and rewarding;
- Recognise the work of each of our employees;
- Reinforce the Company's commitment to the highest standards in business and professional ethics;
- Obey the law.

All employees will:

- Treat clients, the public and fellow employees with courtesy, honesty and respect;
- Respect and safeguard the property of customers, the Company and co-workers;
- Maintain confidentiality of all customer, Company or other parties' information gained through our work;
- Perform our duties as best we can, taking into account our skills, experience, qualifications and position;
- Ensure that all safe working instructions are complied with;
- Obey the law.

If we, as managers and employees, undertake these obligations and responsibilities, our workplace, job satisfaction and performance will benefit and we will better achieve our Company's business goals.



Fodico Code of Conduct

Section 1: Code of Conduct

This code requires every employee, whatever their job, to observe the Guidelines set out below, and to show commitment to the company in return for its commitment to them. It provides a clear guide to appropriate workplace behaviour.

1. Commitment to the Company

To demonstrate our commitment to Fodico we will:

- Ensure our actions do not bring Fodico into disrepute
- Disclose and resolve any conflicts of interest
- Refrain from canvassing private business during work hours
- Do not disclose confidential information, or use information for our own personal gain
- Refuse inappropriate gifts and benefits from customers or suppliers
- Only transact and approve expenditure for which we are authorised
- Do not abuse, deface or wilfully damage company property.

2. Respect for Others

In dealing with clients, suppliers, and other employees, we:

- Do not use language or behaviour that offends, harasses, or unfairly discriminates
- Observe Fodico's designated smoking areas
- Observe Fodico's zero tolerance to illicit drugs and alcohol in the workplace
- Consider fatigue as a hazard to safe work
- Abide by all safety rules and procedures operating within the Company and also comply with all relevant Federal and State occupational health and safety laws in order to provide a safe and healthy workplace for our self, our fellow employees and visitors of the Company.



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3. Customer Service

We must ensure that:

- Our clients can deal with us easily and efficiently.
- We deliver what we promise, when we promise it.
- Our products and services meet the clients' requirements and expectations.
- The client easily and clearly understands our products and services.
- We use our knowledge and expertise to help build our clients' success.

Clients will have their own expectations of the service they require, so to maintain the highest possible standards we must constantly ***try to exceed all of their expectations.***

All employees are expected to contribute to the perception of our company as a friendly, willing and competent service provider at all times regardless of whether your contact is direct or supportive, verbal or written.

Every contact a client has with our Company leaves an impression, so it is important to ensure that it is a positive one. The impression left with the customer will usually determine if future work will be directed to our Company or elsewhere. It is much cheaper and easier to keep existing customers than to find new ones.

All staff members are expected to show respect to our clients, with regard to their requests and property. Employees should:

- Attend to jobs promptly. Contact office or client if delayed.
- Make every effort to protect clients' property.
- Ensure that all work completed, or left on board overnight is both safe and tidy.
- Ensure all work sites/vessels are kept as clean and neat as possible at all times.
- Be aware of any requirements individual clients may have in respect to access to their work site e.g. PPE
- Respect any religious beliefs and show empathy towards any physical handicaps
- Staff should maintain a personal manner and appearance that will bring credit on the company.



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When dealing with clients we:

- Are honest, courteous and helpful
- Actively consult with and listen to the client
- Provide prompt attention, accurate information and meet commitments
- Ensure our appearance is neat, clean, wearing all required PPE and uniform

4. Teamwork

We work together towards our goals by:

- Being punctual and only leaving the workplace early after gaining prior approval
- Reporting and accounting for any absences
- Following lawful and reasonable instructions
- Providing guidance and feedback to one another
- Actively learning from one another and seeking assistance when required
- Sharing relevant information
- Observing safe working practices and reporting hazards, accidents, injuries, near-misses and unsafe practices
- Following procedures and instructions in the case of emergency.

5. Results

To ensure the quality of our work, we:

- Observe the spirit and letter of the law, and company policies governing our work
- Work to the best of our ability, giving proper attention and care to the job
- Use materials, equipment and other resources wisely, and prevent their misuse.



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Section 3: Accident Reporting

Should an accident occur resulting in injury to a person or damage to property or equipment, advise your Supervisor at the first possible opportunity. We have a strict reporting procedure and you must notify us of any incident or near miss within 60 mins. You will be required to fill out the company incident and accident report. There may also be the need to fill out Eye-Witness reports for 3rd parties or if you are a third party to an incident. This paperwork **must** be filled out before the end of your shift in which the incident occurred. They are to be handed or emailed to shore based management. Failure to fill out the appropriate paperwork will result in disciplinary action.

"Near misses" are incidents with *potential* for injury or damage. These need to be reported and investigated as diligently as actual incidents.

Section 4: Anti-Discrimination

Fodico considers discrimination and harassment as unacceptable forms of behaviour that will not be tolerated under any circumstances. Management will take all reasonable steps to prevent discrimination and harassment from occurring in the workplace.

Fodico is an equal opportunity employer. All employees are treated on their merits. All employees and all job applicants will be assessed according to their skills, qualifications, abilities, prior work performances and aptitudes.

Recruitment and promotion will be on the basis that each applicant will be considered fairly and equally. The selected applicant will be the person who has the appropriate skills and knowledge to fulfil the requirements of the position.



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Fodico employees have the right to expect:

- a work environment free of harassment;
- freedom from discrimination on the basis of race, religion, sex, age, sexuality, disability, pregnancy or marital status;
- fairness in access to training and decisions about leave; and
- fair dismissal/redundancy procedures.

Fodico employees will endeavour to:

- treat other staff and customers with dignity and respect, both verbally and physically; and
- report incidents of harassment or discrimination, whether personal or witnessed, to management.

Fodico employees are required to treat each other and our customers with respect and courtesy by:

- speaking to people politely and respectfully; and
- respecting rules and guidelines ensuring a harassment and bullying free workplace.

Fodico does not tolerate the following behaviour:

- Teasing or bullying;
- Shouting or yelling at people;
- Unwelcome comments about a person's personal life;
- Unwelcomed personal gestures e.g. asking a person out on a date after clear refusal
- Suggestive behaviours such as leering, ogling or wolf-whistling;
- Offensive jokes based on sexual preference, or a person's race, disability, pregnancy, age, religion, marital status, sexuality or physical appearance;
- Physical contact, such as fondling or touching;
- Displaying or sending/receiving offensive materials such as pornography;
- Indecent physical and/or verbal assault.



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Any employee who believes they have been or are being harassed or discriminated against are urged to advise their supervisor or manager who will investigate and take the appropriate corrective action. Alternatively, employees may at any stage contact an external authority, e.g. an Anti Discrimination Commission.

All complaints received will be attended to promptly and confidentially, treated seriously and sympathetically and investigated impartially with action taken to ensure any misconduct does not continue. Neither complainants nor witnesses will be victimised. Disciplinary action will be taken against anyone who harasses a co-worker or client.

Section 5: Company Property, Plant and Equipment, Vessels

Employees issued with Company property are required to maintain it in a satisfactory condition and account for such items as and when required. Employees are to keep in safe custody all the company's tools and equipment while under their care.

All care should be taken when using the company's tools and equipment, especially those of a fragile nature. If company property is lost, damaged, or not returned due to wilful or deliberate conduct by the employee then any repair or replacement of the property will be at the expense of the employee. The employee authorises the deduction of such expenses from any monies owing for the loss, damage or non-return of company tools or equipment. Such property would include uniforms, PPE, technical manuals, technical bulletins, keys, items of plant and equipment. Any employee leaving the Company will be required to return (in good condition, subject to fair wear and tear), all Company property on issue and PPE.

All vessels will be operated and maintained in a professional manner consistent with company and client expectations.



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Section 6: Competency

Employees should always:

- Work in a competent and neat manner.
- Exercise reasonable care.
- Remain competent in First Aid & CPR
- Remain proficient with the Safety Management System appropriate to your vessel or workplace

The company will provide training and instruction, if requested and considered appropriate.

Section 7: Confidentiality

The employee acknowledges that during the course of their employment with the employer he/she may become acquainted with or have access to confidential information or material.

The employee agrees to maintain the confidence of the confidential information both during and after their employment with the Company and to prevent its unauthorised disclosure to or use by any other person, firm or company.

Section 9: Disclosure

An employee must always advance the best interests of the employer. An employee will disclose any information they become aware of that may result in fraud, theft, breach of safety procedures, abuse of privilege, dishonesty and other illegal or inappropriate conduct to their supervisor or management immediately.

Section 10: Dispute Resolution

It is the policy of Fodico to at all times minimise the effects of and eliminate lost time resulting from disputation. Furthermore it is clearly recognised that it is in the best interest of all parties to achieve prompt resolution of disputes.

It is therefore agreed that the most effective procedure to achieve this goal is for the responsibility for resolution to remain as close to the source as possible.



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It is with this strategy foremost in mind that all parties agree to strictly adhere to the dispute settlement procedure as follows:

- In the first instance of a dispute the employee and direct supervisor shall make every effort to genuinely resolve any matter prior to any involvement of a third party.
- All work shall continue without interruption whilst the employee discusses the dispute with the employer's representative and concerted efforts shall be made by all parties to resolve the issue as quickly as possible.
- No dispute shall be referred to a higher level until a genuine attempt to resolve the matter has been made between the parties.
- In the event that the matter cannot be resolved at this level, the employee and/or supervisor shall raise the matter with management for resolution.
- Failing a satisfactory settlement being achieved following the above process, the dispute may be referred to Fair Work Australia in accordance with the dispute resolution procedure contained in the Award. Fair Work Australia can help make a decision which shall be binding on all parties.

All employees agree to avoid becoming involved in any disputes that do not directly concern themselves or the Company.

If the employee is under an agreement then the dispute resolution clause in the agreement will apply.

Section 11: Drugs & Alcohol

In keeping with our requirement to provide and maintain a safe and healthy place of work, this policy sets out the responsibilities of all employees and others working on our sites in regard to "fit for duty".

The company strongly believes that being 'Fit for Work' is a fundamental part of the company's Safety Program, thus adherence to the Site safety principles and procedures is a condition of employment with the company.



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The employee's supervisor or management will determine whether a person is able to work safely and fit for duty.

While there is no simple or reliable way to assess a person's impairment, the consumption or use of alcohol, drugs or any other substances that may affect a person's ability to work safely or efficiently is not permitted. People taking prescription or over-the-counter medications that may impair performance are to advise their supervisor or management. Such advice will be treated confidentially.

Employees or other people who are observed to be in breach of this Policy will be subject to the company's disciplinary procedures and, depending on the circumstances, their behaviour may be treated as serious misconduct.

Affected employees who are observed to be in breach of this Policy will be cautioned and immediately stood down from the workplace. The Fitness for work procedures developed will then apply regarding counselling and discipline.

Fodico undertakes random drug and alcohol testing of its workforce.



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Section 12: Duty of Fidelity

An employee shall observe the common law of their duty of fidelity or “good faith” towards the company and treat as confidentially all company information and data etc.

Good faith on the part of the employee is a basic condition of employment. The employee is subjected to a duty not to injure his employer by acts showing an abuse or betrayal of the trust placed in them. The employee must display competence, care, obedience and good faith. Each of these are aspects of the employee’s overriding obligation to advance the best interests of their employer at all times. An employee agrees to perform their duties faithfully and will not do anything which may injure or undermine the trade or business of the employer.

If an employee conducts themselves in a way that is inconsistent with the faithful discharge of their duty in the service of the Company, it may be considered misconduct which may justify dismissal.

Section 13: E-mail/Internet

Employees must access the Internet only in performing legal, business-related tasks during normal working hours. Unless authorisation is obtained from the Manager/Supervisor private use of the Internet is not to take place at any employee’s workstation.

The Company reserves the right to determine how and when to dispose of all information that enters the organisation via the Internet, including mail messages, text, graphics, programs, web pages, etc. The Company reserves the right to log all accesses to the Internet to confirm that users are abiding by the policies set out in this document. Where an employee resigns or is terminated the company reserves the right to access all emails to that position to ensure smooth transition and handover to the new staff person responsible for that position.



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Users must report any security violations involving the Internet to the Manager as soon as possible and assist in investigating and resolving the problem.

Software must be configured, where practical, to automatically enforce policies outlined in this document.

Any access to pornography or offensive internet sites on company computers may result in dismissal.

Adherence to the Company's Internet/Email/Network Usage policy is a fundamental component to employment with the Company.

Section 14: Environmental

Fodico has a total commitment to protection of the environment and to achieve a high standard of corporate citizenship by recognising its responsibilities to protect and enhance the environment.

To implement this Fodico will:

- Demonstrate due diligence in developing and maintaining environmental standards for use in its operations and to comply with all applicable laws and regulations;
- Investigate and report fully upon any areas of environmental concern or any mishaps, accidents or incidents;
- Consider the environmental impact of any new or proposed operations and the environmental importance of continuing present operations, giving due consideration also to the long term implications to health, safety and the environment, with respect to the use of goods and materials procured by Fodico and the ultimate disposal of wastes; and



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- Ensure a more effective understanding of environmental issues and the management of them during operations by increasing through training, the skills of its personnel, particularly with:
 - The use and storage of chemicals and hazardous substances;
 - The recycling and disposal of waste in a safe, clean and efficient manner;
 - Pest control, fumigation and pesticide operations;
 - Noise reduction;
 - Control of airborne contaminants; and
 - The conduct of regular environmental audits.

All persons who are responsible for the work activities of other employees and persons on site will be held accountable for:

- Demonstrating due diligence by identifying practices and circumstances that could lead to the injury or ill health of employees, members of the public or the environment.
- Demonstrating due diligence by implementing steps to prevent and control such situations; and
- Reporting, where appropriate, any such practices, circumstances, mishaps, accidents, incidents or near-misses to the Manager.



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Section 15: Equal Employment Opportunity

The Company is committed to providing employment conditions that ensure equal employment opportunities and which are free from unlawful discriminatory practices. Such employment conditions must reflect both relevant legislation and current community standards.

The company policy of selection based on merit is compatible with EEO principles.

EEO is the creation of conditions which ensures that all people have an equal chance to seek and obtain employment and promotion. EEO requires that employees are selected, promoted and treated on the basis of their individual talents and capabilities.

Section 16: Fitness of Work

Employees will be required to perform their duties safely, efficiently and to the best of their abilities. Employees should conduct themselves in a manner that will have no impact on their ability to perform their duties, including the employee's judgement, perception or co-ordination. Issues that may be addressed under this section includes drugs and alcohol, medication, medical conditions, emotional or personal matters, sleep deprivation and any other conditions which could affect ability to safely perform duties.

Employees deemed to be incapable of completing their duties safely may be stood down or requested to return to work only when they are capable of safely performing the inherent requirements of the job. This provision shall also apply to employees rostered for after hours call-out duties. The applicable workers compensation provider will manage and implement a return to work plan if applicable.

All managers and supervisors who have any doubt about the employee's capacity to perform their job safely or efficiently will err on the side of caution and do whatever is necessary to render the situation safe.



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If an employee is found to be affected or incapacitated in terms of this policy, they may have committed an act of misconduct or serious misconduct. Depending upon the circumstances, the employee may be issued with written warnings. This policy may be read in conjunction with the company Drug and Alcohol Policy if appropriate.

Section 17: Injury Management

Fodico has a total commitment to the health safety, rehabilitation, and welfare of all persons at our workplace and to the timely and cost effective rehabilitation of injured employees.

Fodico is also committed to providing a workplace based Workplace Rehabilitation Service for all workers, and to that end will have a nominated Rehabilitation Coordinator and ensure that the Policy is displayed in all workplaces.

The commitment involves:

- Preventing injury and illness through provision of a healthy and safe working environment;
- Ensuring that all employees are aware of the Rehabilitation Program, and providing appropriate information to an injured employee in order to facilitate understanding and acceptance of the rehabilitation service provided;
- Enacting timely referrals to Rehabilitation Providers to ensure that Workplace rehabilitation commences as soon as possible after an injury or illness;
- Ensuring that the return to work as soon as possible by an injured employee is a normal practice and expectation;
- Providing suitable employment/duties, where practicable, for an injured or partially incapacitated employee, as an integral part of the rehabilitation process;
- Consulting with employees and their representatives to ensure that our rehabilitation program operates effectively; and
- Ensuring that participation in the rehabilitation program will not in itself prejudice an injured employee.



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The Company Rehabilitation Coordinator and/or supervisor will make every effort to resolve disputes regarding rehabilitation by consultation with the employee, supervisor, and where applicable, the Rehabilitation Provider and the employee's representative. Unresolved disputes may be referred to the relevant workers compensation provider.

Section 18: Leaving The Company

On leaving or retiring from Fodico each employee must return to his or her supervisor any Company assets and/or items containing business information. Even after leaving the Company, each employee has a continuing obligation to maintain the confidentiality of such information which includes intellectual property that may have been created whilst working with the Company.

Section 19: Mobile Phones

Mobile phones can become expensive to use. Therefore great care should be taken with their use. Work phones must not be used for any non-work related calls, photos, videos, downloads or internet use without having obtained prior permission from management.

Legally you are not permitted to use a mobile phone whilst driving a vehicle. In the event of a fine the employee will be responsible for its payment and the employee accordingly authorises the deduction from any monies owing, if appropriate. Company or personal mobile phones shall not be switched on, or answered when at a service station or within a hazardous location such as a fuel depot, or refinery. Use of mobile phones while loading or discharging fuel from any vessel is strictly prohibited.

Personal mobile phones are not to be used unnecessarily, and never during operations on the vessel.

All personal calls shall be kept to an absolute minimum during work hours.



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Company mobile phones shall not be used for personal use. Where personal calls are made, they will be to the expense of the employee. The employee authorises the deduction of such expenses from any monies owing. Company mobile phones shall be returned to the company prior to an employee going on leave, e.g. annual leave or long service leave.

The Company provides employees with access to mobile phones and/or the internet as a business tool. The Company also recognises that it is a means of communication with the wider community. However, inappropriate use of a mobile phone and its various functions may expose the company to security risks and may have legal or commercial implications e.g. claims related to sexual harassment, illegal activities, breach of confidentiality, and consequential damages.

This mobile phone policy has been issued to explain to employees what practices are regarded as acceptable and unacceptable. All employees who use a mobile phone and its various functions have a responsibility to read this policy document, understand it, and act in accordance with the directions presented.

Section 20: Motor Vehicles

The following procedures set out the conditions of use of all company Motor Vehicles.

1 Approved Drivers

The driver of a company vehicle must be an approved employee of the company and the employee must be fully licensed to drive the classification of the vehicle. People who are not employees or employees who are unlicensed or who have a learners licence are not permitted to drive Company vehicles without consent from Senior Management.



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A photocopy of each driver's current licence is to be provided to the company and the driver is to advise the company of any change to the status or validity of the licence. In the event of a potential or actual loss of the license the employee must inform the Company immediately.

Approved / designated drivers will **not** give permission to any other Company employee or person to drive the car in their charge.

Should a driver be unfit to drive because of ill health, other impairment, suspension or cancellation of licence the driver must advise his/her manager.

2. *Private Use*

No motor vehicle is to be used for personal or private use without the prior consent of management in writing.

Employees may use Company vehicles that have been allocated to them to drive to and from work. The employee shall take the company vehicle to work at all times and when not in use by the designated driver may be utilised by other approved personnel. The Company vehicle may also be used when the employee is rostered on call or when he or she may otherwise have good reason to believe that they may be called upon to work and on the proviso that he or she will be available if called to work.

Where the vehicle is available for private use, the following conditions apply:

- The vehicle may be used for reasonable private use. Approval must be gained from your manager prior to using the vehicle for interstate or extensive intrastate journeys. In such instances, the employee will be required to pay for fuel.
- Trailers, caravans etc may not be towed for private use. No other vehicles may be towed unless in the case of emergency.



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- The employee shall take the Company vehicle to work at all times and when not in use by the designated driver may be utilised by other approved personnel.
- Company cars must be securely parked and secured against entry when parked. Off-street parking at employee's residence is the minimum requirement. Cars must be locked when unattended and no items that could tempt entry to the car must be left in view. This especially includes briefcases, phones or computers.
- The designated driver is responsible for cleaning the car (inside & out) to maintain it in the required presentable condition.
- The designated driver is responsible for ensuring that the maintenance of the vehicle is performed, which shall include lubricants, light bulbs and tyre pressures and any other special repairs as required.
- Where private use is permitted, no persons other than the designated driver is permitted to drive the Company vehicle for private use unless in the case of an emergency.

3. Return of Company Vehicle

The Company vehicle must be returned to the Company prior to an employee commencing annual or long service leave. If an employee is on sick leave, then the Company may arrange to retrieve the vehicle for use by others if so required.

No person may drive a Company owned vehicle at any time without a current and valid Driver's Licence. During any period of suspension of licence, the designated driver must return the vehicle for garaging on Company premises.

When a designated driver is absent (on vacation, sick leave or travelling without the car) suitable arrangements must be made for the return of the vehicle to the Company.

4. Care of Company Vehicle

Smoking is not allowed in any of the vehicles by any driver or passenger. The driver of each vehicle is responsible for the basic maintenance of each vehicle. This basic maintenance is to include as a minimum the following:



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- Monitoring and replenishing of vital fluids and lubricants to include:
 - Petrol
 - Engine Oil
 - Engine Coolant in radiator
 - Washer Fluids
 - Tyre Air Pressure

Maintenance should be carried out during ordinary hours, however it is the responsibility of the driver to ensure that this occurs as and when needed. The Company will ensure that each person responsible for the maintenance of a vehicle is competent in performing the tasks listed above.

At his or her own expense the employee is expected to keep the inside and outside of the Company vehicle clean and presentable at all times. The manager may approve payment by the Company when the vehicle has become especially dirty through unusually harsh work use. All consumables needed to carry out this maintenance will be provided at the expense of the company.

No alterations, additions or modifications are to be made to the vehicle without approval of the manager.

Employees responsible for vehicles are to report to management any repairs that need to be carried out to maintain the vehicle/s. Management will then arrange for the repair to be carried out. The employee is responsible for bringing to the Company's immediate attention any fault that could render the vehicle unsafe or unroadworthy.

The company will ensure that all major repairs and servicing of its vehicles are carried out to maintain a functional roadworthy vehicle. The approval of the manager must be obtained before any repairs or maintenance are carried out.



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Company vehicles must not be driven when unroadworthy or in a mechanical condition which is likely to cause damage to the vehicle. Designated drivers shall advise management of any mechanical fault or impending service to facilitate bookings and alternative transportation.

Where an employee fails to maintain the vehicle or report unsafe matters which result in repairs and additional expenses to the Company due to neglect, the employee authorizes the employer to deduct the relevant amount for these repairs from any monies owing to the employee.

The employee may also be disciplined, including termination, as a result of their conduct.

5. *Petrol Charge Cards*

Company petrol charge cards are to be used for the purchase of petrol and oil for the Company vehicles only. No miscellaneous purchases are permitted on the Company charge card. Odometer readings are to be supplied to the supplier when purchasing petrol or oil.

Where an employee charges additional fuel, oil or other products to the Company fuel account for personal use, the employee authorizes the employer to deduct the relevant amount for these purchases from any monies owing to the employee.

Company vehicles must be left available with a minimum of $\frac{1}{4}$ tank of fuel, but should be refuelled as a matter of courtesy rather than returned low and drivers must at all times use the correct grade of fuel.

6. *Insurance*

Company vehicles are insured for loss or accidental damage. Property carried in the vehicle, whether company property or private property may not be insured by the company.

The employee should arrange through his or her own insurance company an insurance policy of private property which may be carried in the Company vehicle.



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If an employee is found to be negligent or operating the vehicle illegally, the employee will be responsible for the payment of any fine or insurance excesses and authorises the deduction of such from any monies owing.

The company's insurance cover over these vehicles covers the vehicles from the employees residence to work or job site in as short as practical distance and also whilst the vehicle is parked at the employees address.

All vehicles must be locked and secured whilst left unattended, at all times.

8. Accidents

Vehicles are only to be driven by authorised employees of the company. Any traffic violation, or offence of any sort committed by an employee will remain the sole responsibility of that employee.

The company will not be liable for any fines or penalties as a result of vehicle use by its staff members at any time. The driver of any vehicle who has either knowledge of, or formal notice of an offence must notify the company immediately.

The employee responsible for any vehicle that is involved or suspected of being involved in any accident is to report the accident to the management in writing as soon as possible.

Where the employee is negligent, the employee will be responsible for payment of the insurance excess, which may necessitate the deduction of monies from wages. The employee accordingly authorises the deduction of the fine payment from any monies owing.

A driver of a company vehicle must know what to do if he or she has an accident.

In the event that a Company vehicle is involved in an incident causing damage to the vehicle, injury to persons, or third party property, the driver must obtain the following



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details:

- Date, time & location of event.
- Other persons and vehicles involved (name, address, vehicle number)
- Names of any injured persons and nature of injury (as far as is known at the time).
- Damage (description) to Company vehicle and other damage incurred.
- Names & addresses of witnesses.

The event must be reported on an incident report form (V)005, as soon as practicable after an incident. Repairs/towage etc. should only be authorised at the time to the extent needed to avoid further risk or damage, or as required to secure an undriveable vehicle. Admissions of liability to the other party(s) should not be made. In the event of injury to persons assistance must be provided and the police must be notified by the driver, according to law.

9. *Alcohol or Drugs*

A company vehicle is not to be used by any driver who is affected by drugs or alcohol. An employee cannot drive a company vehicle with a blood alcohol level above the prescribed limit as insurance becomes invalid, or be under the influence of medication and/or social drugs such as alcohol, which may impair performance.

The company will provide no support for any employee who suffers any consequences as a result of being in control of a company vehicle whilst under the influence of alcohol or drugs.

The employee will pay for any damage to the company vehicle, other vehicles, people or property as a result of an accident where the employee is the driver of a company vehicle and the employee is found to be affected by alcohol or drugs. The employee accordingly authorises the deduction of the fine payment from any monies owing.

An employee, who is found to have driven under the influence of drugs or alcohol, may be dismissed.



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No person may drive a Company car while affected by alcohol or drugs (including legal medication). If a person is involved in a traffic incident causing damage to the Company vehicle, persons, or third party property whilst affected by alcohol or drugs, the Company shall seek recovery of costs from the person for damages to the vehicle. The Company expressly excludes liability for any personal injuries, or third party personal or property damage arising from the incident (except where this exclusion may be held to be unlawful, in which case the exclusion will apply to the limit allowed by law).

10. Misdemeanour

Any employee who does not abide by this policy will receive a written warning on the first occasion and could be dismissed if this happens on more than one occasion. Immediate dismissal could result if an employee is found to be in control of a company vehicle whilst under the influence of alcohol or drugs. Dismissal could also result if an employee steals from the Company or by using the Petrol Charge Card for private purchases.

If an employee causes damage to a vehicle through his or her own negligence, then this employee may be required to pay for the repair of the damage.

Failure to comply with the above procedures may result in the removal of vehicle usage or disciplinary action.



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Section 21: Multi skilling

It is a condition of this agreement that all employees understand and accept that they may be required to undertake a variety of tasks, both skilled and semi-skilled, for example, welding, painting or carrying out some other tasks which is not specifically within their trade provided the task is within the employee's competencies.

Section 22: Paperwork

All staff members are to familiarise themselves with the requirements for the completion of all paperwork. The company will provide sufficient training and guidance for the completion of all company forms. All staff should ensure that they have at all times sufficient forms for at least the day's work. Forms are to be completed in legible handwriting and in permanent ink. Forms along with any relevant paperwork are to be submitted no later than the completion of the work day unless alternative arrangements have been made.

The following paperwork should be accurately and promptly completed.

- a) Time sheets – must be filled out by the individual and signed off daily
- b) Delivery dockets
- c) Pre-start Meeting Records
- d) All mandatory vessel paperwork as prescribed in the SMS



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Section 23: Personal Hygiene

Employees must maintain a high level of personal hygiene, cleanliness and appearance at all times. Employees should:

- Maintain a clean, neat look.
- Maintain a neat and tidy appearance. Hair should be kept neat, and long hair should be tied back to prevent injuries. Facial hair should be clipped to look neat and tidy.
- Smoking on vessels is only allowed during breaks and in designated areas.

These requirements are designed to maintain a professional image with our clients, and staff as representatives of the company must adhere to the above requirements.

Section 24: Personal Protective Equipment

All employees must have the following safety items at all times, and should be used where appropriate.

- Hearing Protection, such as earplugs and/ or earmuffs, must be worn in noisy environments, where noise is continual and loud, e.g. hammer drilling
- Safety Glasses/Goggles, must be worn when air borne particles are created, e.g. when drilling, grinding etc
- Safety Boots must be worn at all times
- Hard Hat must be worn in designated areas and where there is a risk of objects falling
- Long Sleeve and long pants with high visibility
- PFDs as required

Studs, rings, metal neck chains, metal watches and other conductive materials must be removed before starting any work where there is a possibility of coming into contact with live equipment or getting caught on a structure.



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Section 27: Safety Equipment

Personal Protective Equipment, safety guards and signs are provided for your protection. Employees must ensure that protective devices are always used during operation as required. Any queries in this matter should be directly communicated to your Safety Officer or Supervisor for risk assessment analysis. All employees must wear appropriate clothing & approved safety work boots while on site. The company will issue each employee with a kit of PPE which will remain the property of the company and any loss or damage will be the responsibility of the employee (except for reasonable wear and tear) and must be reported to the Company.

Section 28: Inductions

Employees will be formally inducted upon commencement of employment or a change to the induction process. Employees working on vessels will also be inducted on to each vessel.

Section 29: Sexual Harassment

This company considers sexual harassment an unacceptable form of behaviour that will not be tolerated under any circumstances. The company believes that all employees/clients should be able to work in an environment free of intimidation and sexual harassment.

Individuals who believe they have been subjected to sexual harassment should report the incident to any member of the shore based management team. Any allegation of sexual harassment brought to the attention of previous mentioned will be promptly investigated. Confidentiality will be maintained throughout the investigation to the extent practicable and appropriate under the circumstances.

Individuals found to have engaged in misconduct constituting sexual harassment will be severely disciplined, up to and including termination and/or reported to client or appropriate authority. The employer may elect any other appropriate action to protect employees/clients.



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If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his/her written comments in a timely manner to the Managing Director.

The employer will not in any way retaliate against an individual who makes a complaint of sexual harassment or against any participant in the investigation, nor permit any employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment will be subject to the same disciplinary action provided for sexual harassment offenders.

Fodico has developed this policy to ensure that all its employees and partners can work in an environment free from sexual harassment. The employer will make every effort to ensure that all personnel are familiar with the policy and know that any complaint received will be thoroughly investigated and appropriately resolved. This policy is designed to protect all employees from harassment in any way associated with the workplace or work environment, no matter who the harasser is.

Section 30: Smoking

Smoking is only permitted during designated breaks and in designated smoking areas at the workplace or on any vessel. If in doubt ask your Master or Supervisor. Failure to comply will result in disciplinary action.

Section 31: Time Sheets

Time sheets **MUST BE COMPLETED ON A DAILY BASIS** by the individual and be authorised by your Master or Manager to ensure an accurate record is kept of the hours and the jobs you have worked on for the preceding week. Your time sheet must be received at the office by 7:30 am each Monday to enable processing for payment of wages by Wednesday of that week. Time sheets that arrive later cannot and will not be processed.



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Section 32: Tools

Employees and contractors are responsible for any loss or damage to their own tools and equipment. Employees are encouraged to insure their tools against loss or damage if appropriate. The company will only be liable to replace tools if they are stolen from site after being securely stored at the company's direction.

All tools and equipment is to be maintained at all times in a good working condition. The maintenance of all personal tools will be the responsibility of the individual staff member.

Section 33: Training And Skill Development

Fodico encourages further training and will be of assistance if and when it is deemed appropriate and beneficial to both the employee and the Company.

Developing existing skills and learning new ones benefits both the individual and the Company. The individual broadens their capabilities and the Company can use its own human resources rather than out-sourcing, keeping employment opportunities within the Company.

It is Company policy to carry out periodic surveys to determine the training requirements of the employees and the Company.

The Company's policy is to pay for agreed training subject to satisfactory completion of the course, and where available such training shall be undertaken in the employee's own time. Text books, manuals, course materials etc. may be acquired by the employee if the employee intends to keep them, or if funded by the Company they become the property of the Company. Vehicle/travel costs, parking expenses and the like are to be paid by the employee.



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If the training is deemed compulsory by the Company, the Company will pay the employee for all time spent in training at the appropriate rates.

Failure to satisfactorily complete a Company funded course will result in the course either being repeated at the employees' expense, or reimbursement of expenses by the employee to the Company. In which case the employee authorises the deduction of expenses from any monies owing.

Where an employer provides training to an employee where there is a license, accreditation or qualification issued which the employee will benefit from, the employee agrees that if they resign within twelve (12) months of having undertaken that training, the employer is authorised to deduct 60% of the course costs such as accommodation, meals and travel expenses from monies owing on termination. In the event that the employee leaves within three (3) months of commencement the employer is authorised to deduct 90% of all costs.



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Section 35: Workplace Bullying

Workplace Bullying is “repeated treatment of an individual by another or others in the workplace in a manner that can be considered as unreasonable or inappropriate workplace conduct”.

Some examples of workplace bullying include:

- Overt: yelling, abusive language, inappropriate comments, threats of dismissal or violence, practical jokes, continued teasing or malicious gossip.
- Subtle: overwork, sabotage of equipment or projects, withholding information or resources, tasks above current skill, belittling input, withholding fair credit, isolation, impossible deadlines and initiation ceremonies.

Any employee who is experiencing or witnessing this type of behaviour must speak to the appropriate supervisor/ manager. Any issues discussed will be in total confidence and the party making the complaint will not be discriminated.

While differences within the workplace are often expressed through conflict, bullying behaviour cannot be excused as an expression of this conflict or as an aggressive form of personnel management.

Section 36: Health & Safety

Fodico realises that working safely is vital to the ultimate success of our organisation. There can be no compromise with safety and it is the responsibility of each and every one of us. For all of our employees, safety will always take precedence over job expediency.

Fodico and our Managers and Supervisors have a total commitment to, and will continue to be responsible and accountable for, the health, safety, rehabilitation and welfare of our employees, and others at our workplaces. They may delegate health and safety duties and activities but not their responsibilities. All persons directing the work of others at our workplaces are required to work with employees to achieve and maintain a high level of



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safety performance.

Fodico is also committed to protecting our employees by demonstrating a 'Duty of Care' through effective health and safety systems and risk management strategies and the application of industry-based standard health and safety procedures.

All employees, other persons and organisations are required to unite with us in joint objectives, which are:

- **to create and maintain a safe, healthy and productive workplace**, for all persons at our places of work, and develop and maintain appropriate procedures to manage the risks to their health, safety & welfare which arise out of our work activities;
- **to create and maintain continuous improvement strategies**, systematically managing to ensure proactive hazard controls and legitimate implementation of our Policies and Procedures to the industry-based health and safety standard for safety systems and risk management; and
- **to ensure compliance with** the relevant health and safety Legislation, and the associated Regulations, Codes of Practice and Standards as a minimum level within all activities.

Employees are responsible for their own health and safety, and that of their fellow workers to the extent of their capability, by following all safety rules, procedures and instructions, and by reporting all hazards, injuries or ill health.

Employees must not misuse safety equipment or wilfully and/or deliberately cause injury to themselves or other persons.



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To implement this Policy and associated health and safety systems and risk management programmes, the Company will:

- Provide appropriate support and resources in order to maintain the industry health and safety standards;
- Embrace the basic principles of the industry health and safety systems and risk management;
- Adopt a consultative approach with all parties;
- Consult with employees and participate in workplace safety groups;
- Encourage health and safety training, provide safety information and adequate supervision;
- Manage its exposure to financial loss by ensuring employees comply with Policies;
- Administer timely and cost effective rehabilitation of injured employees; and
- Notify employees of any proposed changes to Legislation and Policy.

All aspects of our compliance with the industry-based health and safety standard management system will be constantly monitored with regular performance measures to review its effectiveness.

The health and safety policy and management systems will be reviewed on an annual basis, in consultation with employees and their representatives, and will be kept up to date with regard to legislative changes and health and safety requirements.



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DECLARATION: I acknowledge that I have read and understood the Code of Conduct and the Company's Policies and Procedures and undertake to abide by them during the course of my employment. I understand and acknowledge that breaches of these Company Policies or Code of Conduct could lead to disciplinary procedures, including termination of my employment.

SIGNED: _____

PRINT NAME: _____

DATE: _____

WITNESS SIGNED: _____

PRINT NAME: _____

DATE: _____