

CORPORATE SOCIAL RESPONSIBILITY AND CODE OF CONDUCT

Purpose

The purpose of this Corporate Social Responsibility (CSR) and Code of Conduct procedure is to provide a framework for Workforce Participants to support the Dump It commitment to Corporate Social Responsibility and outline the Dump It's standards with regards to Code of Conduct with interested stakeholders during the course of day to day business operations.

Commencement

This Corporate Social Responsibility and Code of Conduct will commence upon entry to Dump It workplaces, by Dump It workforce participants.

Scope

This procedure applies to workforce participants defined as:

- Director
- Chief Operating Officers
- Managers at all levels within Dump It
- Staff (Permanent, Part-time and Casual)
- Contractors
- Subcontractors
- Suppliers
- Clients, agents and their representatives
- Visitors

This Corporate Social Responsibility (CSR) and Code of Conduct procedure forms part of any contract between an employee and Dump It, and forms part of any other employment contract for services.

Procedure Statement

This procedure applies to workforce participants and aims to achieve the following objectives:

- Provide clear standards for corporate governance in all areas of operations to support encourage and support accountability and transparency
- Ethical and responsible conduct in all areas of business operations to support fair competition
- Identify key stakeholders that are impacted by Dump It's activities
- Commitment to working with stakeholders to identify CSR and sustainability risks and opportunities to continually improve
- Set objectives and targets for CSR and sustainability practices
- Participate in internal and external reviews and audits to ensure CSR & Code of Conduct procedure compliance and support continuous improvement
- Continue to develop ways to adopt and promote CSR through visible activity in the community

- Maintaining high standards of social, environment and regulatory responsibility

Ethical Standards

Dump It is committed to maintaining the highest ethical standards in delivering a skilled, competent and experienced workforce to its Clients.

Dump It has adopted a Code of Conduct, which sets out the expectations placed on Workforce Participants in their business dealings. The Code of Conduct requires high standards of personal integrity and honesty in all dealings, a respect for the privacy of Clients and others and observance of the law.

All Workforce Participants are responsible for taking appropriate action in proven cases of illegal behaviours or behaviour outside of the spirit of this Code of Conduct.

All concerns or reports regarding any impropriety or breaches of the Code will be dealt with confidentially. The Code is regularly reviewed by the Director of Dump It to ensure its continued relevance to contemporary conditions.

Code of Conduct

Dump It's Code of Conduct is based upon ethical common sense and is designed to let everyone know the values that should guide him or her in their daily business activities.

Dump It's reputation for honesty, integrity, excellence and fairness is one of its most important assets, and the highest standards should govern all actions. Decisions made within Dump It should honour the spirit and the letter of applicable laws. To this end, everyone will be honest and ethical in all his or her business dealings.

Conflicts of Interest

Director

In addition to any legal obligations, for example, under the Corporations Law, Directors of Dump It are required to disclose details of any contract or other interest involving Dump It in which they have a material personal interest. They should not allow themselves to become involved in situations or arrangements which could give rise to conflicts of interest, irrespective of whether they are conducted on a so-called arms-length basis.

Employees

A conflict of interest exists where loyalties are divided, and the interest of a private individual interferes with the interests of Dump It as a whole. It is expected that Dump It will guard against any possibility of conflict of interest.

Examples of situations where conflicts of interest have the potential to arise include:

- Purchasing practices
- Engagement of consultants
- Outside employment
- Interest in an entity providing recruitment, labour hire or indigenous services
- Giving and receiving gifts, prizes and hospitality

Responsibility to Shareholders

Dump It is committed to delivering shareholder value by managing resources at its disposal in the best way possible to achieve the most desirable outcome. Whilst maximising the dollar value of Dump It is of utmost importance, Dump It also considers that human, social, and natural assets are also of great

importance. Dump It complies with Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, and the Corporations Act.

Responsibility to Clients

Dump It is committed to providing excellent service and value for money to its Clients whilst at the same time adhering to safety standards. Dump It recognises that providing excellent customer service is critical to its success, and all staff are trained to help them attain the level of excellence required.

Personal Responsibility

Dump It is committed to being honest, behaving with integrity and providing high quality human resources to its Clients.

This can only be achieved through Dump Its people. In particular, employees should deal fairly and honestly with Clients, each other, business suppliers and competitors. For this to happen, the obligations and responsibilities must fall equally on Dump It and its employees.

Employees will:

- Treat Clients, the public, suppliers, competitors and fellow employees with honesty, courtesy and respect
- Respect and safeguard the property of Clients, Dump It and fellow workers
- Maintain the confidentiality of all Clients, Dump It and other parties' information gained through work
- Perform all duties to the best of their abilities taking into account their skills, experience, qualifications and position
- Perform their jobs in a safe, responsible and effective manner
- Ensure their personal business and financial interests do not conflict with their duty to Dump It policies and rules
- Maintain a work environment free of unlawful discrimination and
- Obey the law Managers will:
- Respect every employee's rights, dignity, freedom and individual needs
- Provide a working environment that is safe, challenging and rewarding
- Recognise the work of each of their employees
- Reinforce Dump Its commitment to the highest standards in business and professional ethics
- Uphold the principles of equal opportunity; and
- Obey the law

Corporate Responsibility

Dump It prevents its Director's, senior managers and employees from taking advantage of Dump It property, information or using their position for personal gain or to compete with Dump It. Dump It acknowledges that personal information is sensitive.

The secure transfer, storage and disposal of personal information are paramount to protecting and maintain privacy. Dump It is committed to ethical and appropriate practices to maintain the expectations of the community for the security, privacy and integrity of personal information. Dump It is committed to ensuring that any complaints are dealt with efficiently and effectively.

Confidentiality

All information relating to Dump It's business obtained by Directors, Senior Managers and employees
Dump It

in the course of performing their job role is to be considered confidential unless Dump It has officially made the information public.

The confidentiality and privacy of Dump Its business information must be maintained and protected from any disclosure. To ensure commercial information is kept confidential, all Directors, Senior Managers and employees are required to exercise care to reduce the likelihood of unauthorised disclosures of information. For example:

- Documents should be properly safeguarded at all times, whether on Company premises or otherwise.
- Confidential information should be appropriately designated and, where it is in Dump Its interest to disclose it to a third party, the party should be required to enter into a confidentiality and non-disclosure agreement. Records should be maintained of who has been given such information.

Bribes, Pay-Offs or Kick-Backs

No bribes, pay-offs, kick-backs or other considerations will be paid or received directly or indirectly by any Director or employee.

Business Records

Employees must not destroy business documents or records that are required either by law to be maintained for a statutory period or for any future dispute process. Records must not be falsified or manipulated. Business records can only be destroyed with authorisation and in accordance with approved Company policies and rules.

Dealing with Suppliers of Goods and Services

Dump It business is awarded to suppliers on the basis of suitability, quality and price. Each employee involved in the buying of goods and services for Dump It must avoid any relationship, financial or otherwise, with suppliers that could easily be seen as unfairly influencing judgement.

Environment

Dump It is committed to sound and responsible environmental practices and to full compliance with all environmental laws and requirements. Dump It seeks to observe environmental best practice and relies on its employees to be responsible for maintaining and respecting the environment. Examples of offences include air, water, noise, and land pollution, failing to comply with environmental approvals, and acting without consent.

Dump It has an environmental policy that directs employee and management responsibilities in respect of the environment.

Fair Competition

Fair competition means that employees will:

- Know and follow Dump It's legal obligations to its competitors
- Compete on the basis of customer service, quality and value for money rather than obstructing competitive conduct
- Only use Dump It's strength in a particular market in legitimate ways

Employees will not:

- Unfairly discriminate between Clients when supply staff
- Refuse to deal with, or discriminate against a Client for any improper reason
- Intimidate or threaten another person or organisation

Dump It aims to conduct business fairly, and to compete solely on the merits of its service offerings. In all dealings with others, employees will be courteous, well-informed and truthful, and will be careful not to misrepresent the quality, features or availability of Dump Its services.

Competitive competition will be obtained only by ethical means – covert attempts to gain competitive information is not permitted.

Gifts, Prizes and Hospitality

Giving and receiving of tokens of esteem to/from outside third parties as well as the provision and acceptance of hospitality are part of the normal business practice. However, there are times when this is not acceptable. Dump It has clear guidelines for giving and receiving gifts, prizes and hospitality so that there can be no suggestion that they constitute bribery or secret commissions or in any way compromise Dump It or its' business associates.

Grievance Handling

Dump It aims to foster good relations amongst employees and between employees and management. Dump It acknowledges that job satisfaction is reflected in how well you work and how well you relate to your colleagues, clients and suppliers. Dump It also acknowledges that problems can arise at work that may sometimes cause employees to feel aggrieved. These problems can arise from the behaviour or decisions of management or other employees. Dump It has Grievance Handling Policy to allow such grievances to be addressed in a timely and confidential manner.

Harassment and/or Bullying

Dump It is committed to providing a work environment that is pleasant for employees to work in and conducive to good workplace relations. Harassment or bullying of any person on any basis will not be tolerated.

This requires the avoidance of unwelcome behaviour that is based on an attribute such as sex, race, disability, age, pregnancy, marital status or sexuality and offends, humiliates or intimidates the person being harassed.

Bullying includes physical abuse or psychological abuse. Dump It has an EEO and Workplace Discrimination and Harassment Policy that outlines the procedures to be followed in these circumstances.

Improper Influence

No pressure is to be put on any employee to influence their personal preferences in private or political matters.

Further, no approval or disapproval should be shown by anyone in their role, of an employee's private or political preferences or activities.

Intellectual Property

An employee must notify Dump It of all inventions, discoveries, improvements or other forms of intellectual property made by the employee during their employment. All intellectual property in connection with the business of Dump It shall belong to and be the absolute property of Dump It with no compensation being due to the employee in respect of the intellectual property.

Non-Discrimination

Management is committed to equal opportunity for all its employees. Employees must not

discriminate against any person on the basis of race, colour, religion, gender, age, marital status, sexual preference, disability, or other factors.

Recruitment promotion will be based on merit. Merit concerns the ability to perform the job and is independent of group membership. Conditions of employment and career development will be applied to all employees, in a non-discriminatory manner. Dump It has a Workplace Discrimination and Harassment Policy which must be observed by all employees.

Workplace Health and Safety

Dump It is committed to providing a safe and healthy environment for all employees. Dump Its Workplace Health and safety (WHS) policy is to make every reasonable effort to prevent accidents, protect employees from injury, and promote the health, safety and welfare of all employees. Dump It will make appropriate resources available to ensure that it complies in all respects with relevant WHS legislation and codes of practice.

Dump It has a workplace health and safety manual which outlines objectives and responsibilities.

Variations

Dump It reserves the right to vary, replace or terminate this procedure from time to time.

Failure to Comply with the Procedure

Where it is established that a Workforce Participant has breached this procedure, they will be subject to disciplinary action, up to and including termination of employment or contract.

Questions about this Policy

Should you have any questions about this procedure, please contact the Human Resources Department.

Authorised By



Matthew
Calleija
Director
Dump It Pty Ltd

Workforce Participant Declaration

I have read this Corporate Social Responsibility and Code of Conduct procedure. Any questions I have raised, have been answered to my satisfaction. I thereby agree to adhere to this Corporate Social Responsibility and Code of Conduct procedure at all times during my employment with Dump It.

Print Name	
Signature	
Date	