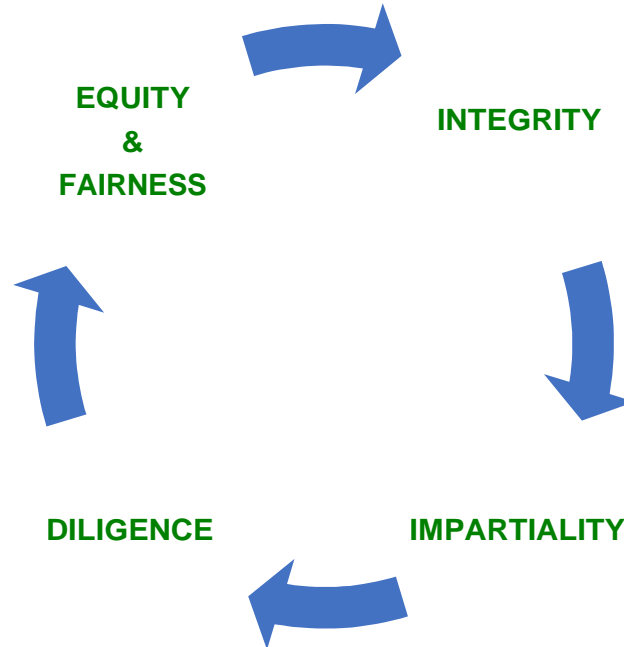


Purpose

This Code of conduct exists to establish the expected workplace behaviours set out by Omni-Com.

This Policy applies to all employees, contractors and staff engaged by Omni-com .



Commitment

Omni-Com Management is committed to:

- Ensuring employees and sub-contractors are aware of the expected behaviours when representing Omni-Com
- Ensuring there are mechanisms of reporting and monitoring compliance to this Policy

Responsibility

All

- Act in accordance with the stated principals at all times
- Use their best abilities and knowledge to perform their assigned duties safely and efficiently
- Uphold the reputation and goodwill of Omni-Com
- Use Omni-Com information, equipment and facilities properly and economically
- Use information and financial resources of Omni-Com for the purposes they are provided
- Act within their level of authority and maintain accountability and credibility

Equipment

- Both Omni-Com and employees will be accountable for maintaining vehicles in a safe and roadworthy condition. All vehicles are to be maintained in compliance with the appropriate standards and legislation and no driver shall operate a vehicle when it has been deemed unsafe or unroadworthy.

Staff

- Staff Health
 - All Staff to participate in a health screening program as required
 - Staff deemed “unfit for work” are to cease all work immediately and report to their Manager (and as required the Compliance team) to resolve the reasons for being unfit.

- Staff responsibility
 - Staff must notify their employer if they are not “fit for duty” prior to commencement of their shift
 - Expected to obey all site and induction rules
 - Staff are expected to obey all Omni-Com and/or Legislated safety protocols and take all reasonable steps to manage their safety and the safety of others
 - As ambassadors of Omni-Com, display safe and professional conduct both on and of site
 - Agree to notify their supervisor or Manager should the status or conditions of their licence, or any other licence change
 - Disclose any prescription medication being taken, particularly any medication which has the ability to impair

Management

- Management must conduct all business in a safe, professional and legal manner
- Management to conduct regular risk assessments to eliminate or minimise hazards where appropriate
- Management and their employees must address their respective duty of care requirements in accordance with Workplace Health and Safety Legislation
- Staff must be afforded sufficient time to conduct legal, compliant and safe work
- Prime Contractors must not force or coerce subcontractors to breach the law.

Performance of Duties

- Carry out official duties to the best of their ability, faithfully and impartially in accordance with policies and procedures.
- Strive to remain at the forefront of their area of expertise.
- Act in the best interests of Omni-Com
- Take action to prevent unethical practices through appropriate mechanisms
- Protect privacy and confidentiality and
- Maintain records to support effective decision-making
- Ensure the security of Omni-Com property
- Prevent accidents and injuries in the workplace by acting in accordance with occupational health and safety laws and Policies
- Eliminate the use of substances that may adversely affect behaviour or performance
- Impartiality whilst conducting duties:-
 - Demonstrate professional and ethical judgment
 - Give due credit to the contributions of others
 - Make decisions fairly and without bias, based on consideration of all the relevant information
 - Involve people in decisions that affect them, wherever possible

Equity and Fairness & Respect

- As a representative of Omni-Com we ask that your attitude towards customers, prospective customers, members of the public and more importantly fellow work colleagues is respectful and courteous. Everyone is entitled to receive personal respect and courtesy and to maintain dignity in their interaction with you
- Employees can reasonably expect to work in an environment that promotes their ability to work with one another and has regards to the sensitivities of others in the workplace
- Ensure equality of opportunity for all members of Omni-Com.
- Behave in a professional, respectful and responsive manner
- Maintain a cooperative and collaborative approach to working relationships
- Avoid offending, intimidating or humiliating others
- Assist in resolution processes

Training

- There is an ongoing commitment by Omni-Com for training and development of its staff through Internal and External availability of courses.

Conflicts of Interest

- The potential for a conflict of interest arises when a staff member has private interests that could influence or appear to influence judgments made during the course of his/her professional duty. Employees must ensure that there are no real or apparent conflicts of interest with respect to:
 - Receipt of gifts or gratuities
 - External, private work
 - Use of confidential information
 - Undertaking work with a competitor in conjunction with their employment with Omni-Com
- If a staff member believes a conflict of interest, whether real or apparent, exists they should:
 - Discuss the potential conflict of interest with the relevant Manager/Supervisor
 - Cease any supervisory or evaluative role relating to the person, task or situation
 - Withdraw from involvement in any decision relating to a person, task or situation.

Health and Safety

- We ask that whilst undertaking your duties on behalf of Omni-Com that you do so with the utmost care for yourself and those around you.
- Do not place yourself into dangerous situations where there is a possibility of injury occurring
- Appropriately use equipment provided to aid you in undertaking your duties safely
- Raise suggestions or improvements which may make your duties safer and/or to help reduce or eliminate risks.
- Obey all reasonable instruction from Management in relation to the health and safety of your duties

Legal Requirements

- Work Health and Safety Laws
 - Omni-Com will ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertakings
Workers also have duties to take reasonable care for their own health and safety and that of other persons in the course of their duties.
- Road Traffic Laws
 - All drivers to ensure compliance to all relevant road rules as per the state or territory being driven in. All drivers must not alter any equipment to be out of specification with the Australian Design Rules.
- Australian Design Rules
 - Omni-Com will ensure as far as is reasonably practical that all equipment is in good working order and meets legislation.

Failure to Comply

Failure to comply with the Omni-Com policy will result in an investigation and potential disciplinary actions (up to and including summary dismissal based on the circumstance) being taken against the individual(s) and/or Company identified during the investigation process.

The Omni-Com Disciplinary Procedure is to be referenced for more information on process and potential actions to be taken against anIndividual(s) or a company.

M. Bekdach

Director
Omni-Com Pty Ltd

A. Wawi

Director
Omni-Com Pty Ltd