

# Code of Conduct

## Purpose

The purpose of the “Your Clean Code of Conduct” is to ensure that all employees are aware of the behaviours desired and required by Your Clean Management and Clients.

## Scope

The Your Clean Code of Conduct applies to all employees engaged within Australia whether they are full-time, part-time, temporary or casual, as well as sub-contractors.

## Breach of Code of Conduct

Where an employee breaches any section of the Code of Conduct, it shall result in disciplinary action, up to and including possible termination of employment.

The Code of Conduct forms part of every employee’s contract of employment. Each employee is required to make themselves familiar with these conditions of employment as set out herein and as amended from time to time.

## Code of Conduct Sections

1. **Risk Assessment** – Always complete a risk assessment before each appropriate task.
2. **Dress Standard** – Each employee shall be issued a standard Your Clean work shirt(s) which is to be worn at all times whilst at work. In addition to the work shirt, each employee is required to wear enclosed shoes and suitable black shorts and/or pants whilst at work. It is your obligation to maintain the work shirt(s) which is issued to you, and will only be replaced on fair wear and tear.
3. **Mobile Phones** – Mobile phones are not permitted to be utilised during working hours. Any employee who requires the use of a mobile phone to undertake their work may request this via their supervisor.
4. **Smoking** – All employees who wish to smoke can only smoke during designated rest breaks and in designated smoking areas.
5. **Alcohol and Other Drugs** – Your Clean has a “Zero Tolerance” to alcohol and prohibited drugs in the workplace, and expect all their employees to report and remain at work at 0.00% for alcohol level, and below the Australian standard for prohibited drugs.



## Employee Acknowledgment

I have read, understand and accept the Your Clean Code of Conduct that is in place for the business. I acknowledge that they may be varied from time to time and that any such future changes will be communicated to me.

I acknowledge that if I disregard or breach this Code of Conduct my employment may be terminated.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_