



# Code of Conduct

## 1 Introduction

The purpose of this Code of Conduct (**Code**) is to present a relevant and useful set of guidelines for all personnel to ensure the professional application of Saracen's Policies and Procedures on all Saracen work sites.

## 2 Saracen Personnel

All Saracen personnel have responsibilities within their employment and should at all times:

- Discharge their allotted and accepted responsibilities with integrity and observe those standards at all times whilst on a Saracen site or whilst representing Saracen in any capacity.
- Not misuse their appointed authority or office for personal gain.
- Comply with State and Federal laws and operate within those laws.
- Maintain the highest degree of personal conduct so as to uphold and not to injure the standing and reputation of themselves and that of Saracen.
- Act in the best interests of Saracen on all matters relating to their employment.
- Understand and be aware of their responsibilities as outlined in various Company policies and procedures at the commencement and throughout the employment relationship
- Not engage in any activity or take any position which conflicts with, or has the potential of conflicting with the purpose and objectives of the Company, disclosing to the Company any facts or circumstances which may constitute actual or potential conflicts between the personal or financial interests of the employee that may operate to the detriment of the interests of the Company.

## 3 The Employee

All employees have a personal responsibility to align their purpose with that of the organisation and should:

- Demonstrate integrity and humanity; avoiding all discriminatory practices including those relating to race, sex, religion and politics in accordance with [Equal Employment Opportunity Policy](#).
- Have regard for the interests of society in acting loyally and honestly in carrying out the policies of the organisation.
- Not injure or attempt to injure, maliciously or recklessly, directly or indirectly, the professional reputation of Saracen or others.
- Respect the confidentiality of information which comes to them in the course of their duties and in accordance with Saracen's [Privacy Policy](#).

- Engage in continued learning to improve their competence and pursue new ideas and advances in technology.
- Comply with any lawful and reasonable direction given by someone who has authority to give the direction.
- Accept only such work as they believe they are competent to perform, and as necessary, obtain expert advice.

## 4 The Manager

Management should take all appropriate actions to achieve the objectives of the organisation, which include:

- The effective and economic management of all available resources.
- The appointment, training, and development of employees seeking to integrate their aspirations with the requirements of the organisation.
- The creation of a humane, safe, healthy and satisfying working environment.
- The development of effective communication, understanding and cooperation between all employees across all level of the organisation.
- The practice of delegating authority and remaining accountable for the work of their team.
- The fair and equitable treatment of all personnel.
- The review of management objectives to ensure their continued alignment with the organisation objectives.

## 5 The Organisation

Saracen recognises the interests of the community and their importance in building and maintaining the organisations social licence to operate. This recognition should include:

- Making every endeavour to conserve the environment, balancing the rights of future generations with current economic needs in line with Saracen's Environmental Policy.
- Preserving and, wherever possible, improving the quality of life within the organisation's sphere of influence through Saracen's Community Policy.
- Promoting the development of further understanding in society of the role and place of the organisation.
- Ensuring that all contracts and terms of business are clear, concise and honoured in full, unless terminated or modified by mutual consent.
- The exclusion of corrupt practices in line with Saracen's Anti-Bribery and Corruption Policy.
- Respecting cultural and moral standards and the dignity of all individuals with which it comes into contact with.

This Code will be reviewed as required but in any event no later than two years from the below date.

Date of revision: 25 June 2018