

SWAN VALLEY

Code of Conduct Policy

Purpose:

The strength of our business comes from the people who represent it. Our operators, our support team, our contractors, and everyone who contributes to our work. Our reputation is built not only on the quality of our services, but on the way, we conduct ourselves every day.

This Code of Conduct outlines the standards we expect from anyone working with or on behalf of the Company. It reflects the values we believe in doing the right thing, acting professionally, and maintaining the highest level of integrity in everything we do.

We are committed to:

- Acting with honesty, fairness, and respect
- Making decisions that follow both the letter and spirit of the law
- Carrying out our work ethically, safely, and to the best of our ability.
- Building positive relationships with clients, suppliers, co-workers, and the wider community.

Everyone associated with the Company is expected to understand and uphold these principles. By following this Code, we maintain a workplace we can be proud of and ensure our business continues to operate with professionalism, trust, and accountability.

Thank you for your commitment and support.

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Safety Culture:

Safety is embedded throughout our organisation, we encourage everyone to participate in hazard identification, risk reduction and proactive leadership by promoting accountability and open communication. We work to prevent incidents, reduce workplace risks and create an environment where every person feels protected and supported.

Key Safety Principles:

- Comply with all applicable health and safety legislation, regulations, industry standards, and codes of practice
- Apply a structured and proactive approach to managing Health, Safety, Environment, and Quality (HSEQ) risks across all projects
- Identify, assess, and effectively control workplace hazards to minimise risk to employees, contractors, clients, and the public
- Set clear, measurable HSEQ objectives and routinely review performance to support continuous improvement
- Maintain a strong safety culture where all personnel understand their responsibilities and are empowered to participate in hazard identification and risk control
- Conduct regular audits, inspections, and assessments to enhance safety performance and awareness
- Monitor, record, and transparently report all health, safety, and environmental matters.
- Provide ongoing training and guidance to ensure employees and contractors can carry out their work safely and responsibly.
- Engage with clients, partners, and stakeholders to encourage sustainable work practices that eliminate or reduce environmental impacts

Compliance with Laws and Regulations:

All individuals associated with Swan Valley Civils including but not limited to employees, contractors, volunteers, and representatives, are expected to comply with applicable local, national, and international laws, regulations, and organisational policies in all aspects of their work, ensuring adherence to legal and ethical standards and fostering a culture of integrity and accountability throughout the organisation.

Professionalism and Respect:

It is imperative that all individuals associated with Swan Valley Civils treat all colleagues, clients, stakeholders, and members of the community with unwavering respect, dignity, and professionalism, regardless of differences in background, status, or perspective, fostering an environment of inclusivity, trust, and mutual understanding where everyone feels valued and supported.

Integrity and Ethics:

Every member affiliated with Swan Valley Civils must conduct all activities with honesty, integrity, and transparency, consistently upholding the highest ethical standards and principles in their actions and decisions. It is imperative to avoid conflicts of interest and promptly disclose any potential conflicts, ensuring transparency and trustworthiness in all organisational endeavours.

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Confidentiality:

Every member affiliated with Swan Valley Civils must maintain strict confidentiality regarding sensitive information pertaining to the organization, its employees, clients, and stakeholders, refraining from any unauthorised disclosure of confidential information under any circumstances. Upholding confidentiality safeguards trust and integrity within the organisation, ensuring the protection of sensitive data and fostering a culture of accountability and professionalism.

Workplace Environment:

All members are expected to actively contribute to maintaining a safe, inclusive, and harassment-free workplace environment, where every individual feels respected, valued, and able to thrive. It is crucial to refrain from engaging in any behaviour that could be perceived as discriminatory, intimidating, or offensive, fostering a culture of mutual respect, acceptance, and collaboration among all members of the organisation.

Use of Resources:

All members will use organisational resources, including time, funds, equipment, and information systems, responsibly and efficiently. Do not misuse resources for personal gain or unauthorised purposes.

Professional Development:

Continuous learning and professional development are integral to our success at Swan Valley Civils. We are committed to providing opportunities for employees to enhance their skills, expand their knowledge, and grow in their roles. Through ongoing training programs, mentorship, and access to resources, we empower our workforce to continually adapt and excel in their careers.

Integrity & Transparency:

We act honestly and Fairly in all business dealings, maintain accurate records, and communicate openly. Ethical concerns can be raised without fear of retaliation

Environmental Responsibility:

We minimise environmental impact, comply with environmental regulations, and integrate sustainable practices into planning and project delivery.

Conflicts of Interest:

We avoid conflicts between personal interests and company responsibilities. Any actual or potential conflicts must be disclosed immediately

Review and Revision:

This Code of Conduct will be periodically reviewed and updated as needed to ensure relevance and effectiveness. Any revisions will be communicated to all stakeholders.

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Thomas Noblett
Director
Swan Valley Civils Pty Ltd