



Code of Business Ethics & Conduct

1. POLICY INTRODUCTION & PURPOSE

1.1 The purpose of this code is to:

- articulate the high standards of honest, ethical and legal behaviour expected of Harrison's Landscaping's directors, employees & sub-contractors.
- maintain a safe workplace for Harrison's Landscaping employees, sub-contractors & other persons on site.
- set out the responsibility and accountability of directors, employees & sub-contractors as to the practices thought necessary to maintain confidence in Harrison's Landscaping's integrity.

1.2. Policy

- Harrison's Landscaping maintains a high standard of business ethics and conduct.
- All directors, officers, employees & sub-contractors must treat others with fairness, honesty & respect and must comply with this code in all dealings with customers, suppliers, competitors, contractors, advisors, consultants and employees.
- All directors, officers, employees & sub-contractors must a safe workplace.

2. COMPLIANCE

We will comply with:

- All applicable laws
- Our contractual obligations and other undertakings
- Harrison's Landscaping's policies & procedures

3. HONESTY AND INTEGRITY

Harrison's Landscaping expects that its directors, employees & sub-contractors will:

- Act honestly, fairly and in good faith
- Deal fairly and consistently with all parties
- Act in the best interest of Harrison's Landscaping
- Not engage in conduct likely to bring discredit upon Harrison's Landscaping
- Not behave in a manner that is fraudulent, corrupt or unlawful
- Not misrepresent our products or services

4. DILIGENCE

We will:

- Exercise high standards of professionalism and workmanship
- Ensure that appropriate resources are available in the workplace
- Work efficiently

5. FAIR DEALINGS

5.1 Harrison's Landscaping will respect the rights and dignity of employees by providing:

- Fair, open, honest, dignified & non-discriminatory treatment
- A safe and healthy working environment
- Training and development to maximise individual potential and contribution to Harrison's Landscaping
- The opportunity to give and receive feedback on their work and individual performance

5.2 Harrison's Landscaping will engage only in fair and vigorous competition.

5.3 Harrison's Landscaping will treat customers in a fair, open & honest manner.

5.4 Harrison's Landscaping expects its directors, employees & sub-contractors to also deal fairly with its customers, competitors and fellow employees.

6. RESPECT FOR OTHERS

We will respect fellow employees and provide:

- Fair, open, honest, non-discriminatory and respectful treatment
- Equal opportunity
- Fair and equitable remuneration
- Training & development to enhance individual potential
- The opportunity to give and receive feedback on individual performance

7. BREACHES OF THIS CODE

- 7.1 Breaches of this code may result in disciplinary action including the possibility of dismissal or legal action.
- 7.2 If you suspect a breach of this or any other Harrison's Landscaping code or policy, report the matter to an appropriate manager.
- 7.3 Any employee who reports a suspected breach in good faith will be handled in confidence.
- 7.4 If you are in any doubt about an action, ask yourself:
 - Am i being fair & honest
 - Are my actions legally correct
 - Would you or Harrison's Landscaping be embarrassed if your action were disclosed publicly?
 - If in doubt, do not do it.