



## Workplace Policy

### Employee & Director Code of Conduct

#### Policy brief & purpose

The Maniototo Irrigation Company (MIC) Employee Code of Conduct company policy outlines our expectations regarding employees' behavior towards their colleagues, managers, directors, and the overall organisation.

We promote freedom of expression within the company and encourage open communication. But we expect all employees and directors to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organised, respectful, and collaborative environment.

#### Scope

This policy applies to all MIC employees and directors regardless of employment agreement or rank.

#### Policy elements

##### *What are the components of an Employee Code of Conduct Policy?*

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

#### Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships, and public image.

#### Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization.

### Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse **company equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright, and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property (e.g. company vehicles, laptops, cell phones etc.) from damage and vandalism, whenever possible.

### Professionalism

All employees must show integrity and professionalism in the workplace:

#### Personal appearance

All employees must consider the work that they are carrying out and dress appropriately for the audience and type of work they are conducting. When in face to face meetings staff are expected to dress to a tidy and professional manner, when on scheme staff are expected to wear clothing that is fit for the purpose of the work being undertaken and weather they are in (e.g. high-vis, steel caps, sun hats etc.)

#### Job duties and authority

All employees and directors should fulfill their duties with integrity and respect toward each other, shareholders, water users, stakeholders, and the community. Managers mustn't abuse their authority. We expect them to delegate duties to their team members considering their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

#### Absenteeism and tardiness

Employees should follow their work roster or allocated days of work. We can make exceptions for occasions that prevent employees from following standard working hours or days when prior arrangement has been sought through management. But, generally, we expect employees and directors to be punctual when coming to and leaving from work. We expect common courtesy when attending pre-arranged meetings by being on

time and prepared for the meeting scheduled, including having read any pre documentation that has been circulated.

### **Conflict of interest**

We expect directors and employees to avoid any personal, financial, or other interests that might hinder their capability or willingness to perform their job duties. If a conflict is realised it is the employee or directors' responsibility to bring this to the attention of the General Manager and have the conflict added to the conflict register.

### **Collaboration**

Directors and employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

### **Communication**

All directors and employees must be open for communication with their colleagues, managers, directors or team members.

Directors are to direct communication to the General Manager in the first instance.

### **Benefits**

We expect employees to not abuse their employment benefits. This can refer to time off, facilities, subscriptions, or other benefits our company offers.

### **Policies**

All employees should read and follow our company policies. If they have any questions, they should ask the general manager for clarification.

### **Confidentiality**

From time-to-time matters will be discussed that will need to remain confidential within the company. Employees and Directors are not to discuss working matters outside of the office until the information has been widely circulated via company correspondence.

### **Disciplinary actions**

Our company may have to take disciplinary action against employees or directors who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

We may take legal action in cases of theft, or other unlawful behavior.