



Eucalypt Consulting - Employee Code of Conduct

Introduction

At Eucalypt Consulting, we are committed to fostering a workplace built on integrity, respect, and professionalism. Our Employee Code of Conduct outlines the standards and expectations that guide how we work, interact, and represent the company. It is designed to help every employee understand their responsibilities and make informed, ethical decisions in the workplace. By following this Code, we protect our people, our reputation, and our business.

Every employee is expected to read, understand, and follow this Code of Conduct. It applies to all staff, regardless of position, location, or tenure. Managers have an added responsibility to lead by example and support team members in understanding and applying these principles.

Acting Professionally

Professional behaviour is the cornerstone of a positive and productive work environment. Employees are expected to:

- Treat colleagues, clients, and partners with courtesy and respect at all times.
- Communicate clearly and respectfully in all forms, whether verbal, written, or digital.
- Arrive on time and be fully engaged in work-related responsibilities during working hours.
- Dress appropriately for the workplace or in accordance with the company's dress code.
- Take accountability for their actions and deliver work of a high standard.

Professionalism also includes being respectful of diversity, avoiding discriminatory or harassing behaviour, and promoting a safe and inclusive workplace for everyone.



Following Workplace Policies

All employees must adhere to the company's policies, procedures, and regulations. These include, but are not limited to:

- Health and safety guidelines
- Data protection and confidentiality policies
- IT and cybersecurity protocols
- Attendance and leave procedures
- Anti-discrimination and harassment policies

Familiarising yourself with these policies ensures a smooth and safe working environment. Ignorance of a policy is not considered a valid excuse for non-compliance.

Managers are expected to help their teams understand and apply these policies effectively and consistently.

Avoiding Conflict of Interest

A conflict of interest occurs when personal interests interfere—or appear to interfere—with the best interests of the company. Employees must:

- Disclose any personal or financial relationships that could influence their decision-making at work.
- Avoid using company resources for personal gain.
- Not engage in outside employment or activities that conflict with their role at Eucalypt Consulting without prior approval.
- Refrain from accepting gifts, hospitality, or favours that could create a sense of obligation or bias.

Transparency is key. If you are unsure whether a situation may constitute a conflict of interest, consult with your manager or HR representative.



Reporting Potential Violations

Maintaining a strong ethical culture depends on everyone's willingness to speak up when something doesn't seem right. Employees are encouraged to report any behaviour that may violate this Code of Conduct, including:

- Fraud or theft
- Harassment or discrimination
- Safety violations
- Breaches of confidentiality
- Misuse of company assets

Reports can be made to your manager, HR, or through a designated anonymous reporting channel if available. The company will investigate all reports thoroughly and confidentially, and retaliation against anyone who raises a concern in good faith will not be tolerated.

Summary

This Code of Conduct exists to support a respectful, ethical, and lawful work environment for everyone at Eucalypt Consulting. By acting professionally, following workplace policies, avoiding conflicts of interest, and reporting potential violations, we each play a vital role in upholding the company's values.

Every employee is responsible for understanding and applying this Code in their daily work. If you have any questions or need further clarification, please speak to your manager or Human Resources.

Together, let's continue building a workplace we can all be proud of.