

BRIBERY AND CORRUPTION POLICY

Purpose

This policy is to ensure that Advanced Building's employees understand the way in which the Company wishes its employees to conduct themselves when interacting with Trades. It aims to ensure that all staff understand the importance of working transparently where favours/kickbacks or alike are not acceptable.

Scope

All Advanced Buildings employees including contractors and temporary staff are subject to this policy.

General Principles

It is company policy that all employees understand that the following interaction with trades so there is no dispute about conduct at a later date:

- Employees are not to accept private works at their own residence/other properties owned by them or family/friends or associates by company listed trades unless advised to the General Manager and approved in writing. This is not to say that it cannot occur but not advising prior suggests an intention to hide the agreed works and therefore calls into question how payment is being facilitated.
- Employees are not to accept cash payments or alike for referring work to trades.
- One trade is not to be preferred over another for the purpose of favours or alike, trades should only be preferred if it relates to cost/quality or timeliness on a specific job.
- Trades should not be given Purchase Orders exceeding the budget on any job unless explicitly agreed by the General Manager or Construction Manager.
- No staff member should enter into any agreement with trades written or not in respect to approving work for any purpose other than works related to the function of Advanced Buildings Victoria.
- Employees should not accept gifts from Trades unless notified and approved by the General Manager.

After reading this policy you should understand as an employee of Advanced Buildings, that should you be reported for the above behaviour, and if found to be justified, you will most likely be subject to instant dismissal however this is subject to final determination by the General Manager.

By reading this policy and signing the policy acknowledgement, it is assumed that you have understood this policy and accept it as part of your obligations as an employee of Advanced Buildings. Failure to adhere to these policies could result in performance management or, in some cases, termination of employment.