

Ethics & Business Integrity Policy

POLICY OVERVIEW:

Diverse Group Australia PTY Ltd purpose for this ethics policy is to establish a culture of openness, trust and integrity in business practices. We care as much about how results are achieved as we care about the results themselves. Effective ethics is a team effort involving the participation and support of every DGA employee.

DGA is committed to protecting employees, partners, suppliers and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. Because DGA addresses issues proactively and uses correct judgment, it helps set us apart from competitors.

DGA will not tolerate any wrongdoing or impropriety at any time and will take the appropriate measures to act quickly in correcting the issue if the ethical code is broken. Any infringements of this code of ethics will not be tolerated.

POLICY PURPOSE:

The purpose of this policy is to emphasise the employee's and customer's expectation to be treated to fair business practices. This policy will serve to guide business behaviour to ensure ethical conduct and business integrity.

SCOPE OF POLICY:

This policy applies to employees, contractors, consultants, temporary staff, and other workers at DGA, including all personnel working with third parties.

OUR POLICY:

Our ethics & business integrity policy calls for the following commitments: -

Executive Commitment to Ethics

- Senior management within DGA must set a prime example to all they come into contact with. In any business practice, honesty and integrity must be the top priority for executives.
- Executives shall have an 'open door' policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert executives to concerns within the work force.
- Executives must disclose any conflict of interests with regard to their position within DGA.

Employee Commitment to Ethics

- DGA employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.
- Every employee needs to apply effort and intelligence in maintaining ethics value.
- Employees must disclose any conflict of interests regarding their positions within DGA.

Our Values

Safety

Our focus is on ensuring the health, safety and wellbeing of our people, community and the environment.

Teamwork

We work in collaboration to achieve common objectives by communicating openly, honestly and supporting each other.

Respect

We celebrate diversity and strive for a workplace where interactions with our team, our clients, traditional land owners and the environment are based on respect and mutual reward.

Innovation

Our commitment to researching the latest advances in technology, equipment and work practice ensure a culture of continual innovation.

Versatility

Our flexibility and adaptive approach enable us to meet our clients' needs with agile responsiveness which deliver positive outcomes.

Expertise

We offer a broad range of skills, knowledge and experience to our clients while working with them to deliver positive outcomes and solutions.

- Employees will help DGA to increase customer and supplier satisfaction by providing quality product and services with a timely response to inquiries.

Company Awareness

- Promotion of ethical conduct within interpersonal communications of employees will be rewarded.
- DGA will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

Maintaining Ethical Practices

- DGA will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager, director needs to consistently maintain an ethical stance and support ethical behaviour.
- Employees at DGA should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.
- DGA has established a best practice disclosure procedure through recording of data to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed openly.

Preventing Unethical Behaviour

- DGA will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- DGA will not tolerate harassment or discrimination.
- Unauthorised use of company trade intelligence & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated.
- DGA will not permit impropriety at any time and we will act ethically and responsibly in accordance with all local, regional, state and national laws.
- DGA employees will not use corporate assets or business relationships for personal use or gain



Jason Bull
Managing Director
Diverse Group Australia Pty Ltd

Date: 20/06/18

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