

Code of Conduct

POLICY STATEMENT:

Wave International aims to maintain its reputation as responsible and ethical corporate citizen. As such, there is great importance placed on maintaining appropriate behaviors and professional standards within the company.

While employees are responsible for their own conduct, they are encouraged to aim for their behavior to always be above reproach, and all employees must, at all times, abide by the laws of Australia.

POLICY DETAILS:

All members of Wave must uphold the following responsibilities:

- Refrain from engaging in anti-social or discriminatory behaviour regarding race, age, sex, marital status, pregnancy, disability, religion or political affiliation.
- Take note that the laws of the country they are residing in apply and will be allowed to run their course in the event of criminal behaviour.
- Have no part in any activities involving corruption or bribery, nor any other illegal behaviour in the securing or executing of business contracts.
- Adhere to all Wave International policies, procedures, agreements and contracts.
- Comply with occupational health and safety legislation, industrial standards, regulations and the responsibilities that these prescribe.
- Act with integrity, honesty and fairness in dealings with all other company members, clients, suppliers and the general public.
- Refrain from the disclosure (to any person or entity unless compelled to do so by law) or personal use of any confidential information acquired during employment, both throughout and following the termination of employment.
- Refrain from any behaviour that could be potentially damaging to the company's reputation.
- Respect all company and client company equipment, supplies, records and property.

This policy is reviewed annually to ensure its relevancy is upheld. All employees have access to the policy and it will be made available to any interested parties. Violation of this policy will lead to a disciplinary investigation that may result in the termination of employment.



Greg Millen
CEO Wave International Pty Ltd

Approved: 11 Feb 2015

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