Overview

ARC Projects' Code of Conduct outlines our employment policies. It describes terms for conflicts of interest, attendance, dress code, internet and social media usage, interoffice relationships, and visitors.

Scope

This code of conduct applies to all employees and contractors engaged by ARC Projects.

Conflict of Interest

Conflicts of interest occur when an employee, contractor, or job applicant's personal interests may not align with ARC Projects' business needs or interests. If an employee uses their position for personal gain, engages in activities that will increase competitor profits, or acts in ways that could compromise the ARC Projects' legal position, these behaviours are considered conflicts of interest.

Conflicts of interest may also occur during the hiring process. To prevent conflicts in the hiring process, employees are not allowed to recommend family members for positions within their own departments.
If an employee feels that a conflict of interest is likely to occur, that employee is instructed to discuss conflicts with their Manager, Team Leader or Managing Director. Senior Management (ARC 7) is responsible for monitoring potential conflicts in the workplace and working to prevent them. If conflicts cannot be prevented, employees are instructed to work with their manager or team lead to mitigate risks and exposure to the greatest extent possible.

In general, personal and financial interests should be kept entirely separate from activities that may oppose ARC Projects' interests. Violation to this policy may result in suspension or termination.

Attendance

Attendance is a standard measure of job performance. Punctuality and regular attendance are expected of all ARC Projects employees. Employees with excessive unexcused absences or repeated tardiness may be subject to a negative performance review or termination of employment.

Attendance will be discussed at performance reviews to measure an employee's commitment to position, and to determine if they are well suited for the position they hold.

All absences must be reported to the relevant team leader and recorded on the Xero platform. When reporting an absence, please specify the nature of the absence and whether vacation days or workdays will be used.

Dress Code

ARC Projects offices are a professional setting and professional business attire is expected. ARC Projects provides and expects that both male and female employees adhere to wearing ARC Projects' branded clothing and maintaining a professional dress code. All ARC Projects employees are expected to demonstrate good judgment

when selecting work attire, both in ARC Projects' offices and worksites.

Working on a property owner's home

A private dwelling is normally a house, flat, or even a room. It can also be a caravan, houseboat, tent, or a house attached to an office, or rooms above a shop. Occupied dwellings in a caravan and residential parks are treated as occupied private dwellings. Climbing onto a person's roof should also be considered entering a person's home.

It's very important that before entering a property, permission is first granted by the property owner. This should be done beforehand by phone with an appointment made to an agreed time and date to meet. This can also be done by email or text message, if this is preferred by the property owner. In case a home is tenanted the occupier of the home must be notified before entry, in most cases this is by the rental agency.

Caution to be shown

- Never enter a room without the property owner's permission
- Never open drawers, cupboards or the like unless this is necessary to carry out your task and you have the explicit permission of and are in the presence of the property owner
- Do not enter a home with minors in the home alone. Even if a parent or guardian gives permission to enter the home with the minor/s, NEVER enter without the parent or guardian present. This is true even if multiple minors are present. The parent/guardian must be present
- Always ask permission before taking photos of people's possessions
- Never take photos with people in the photo

Internet and Social Media

Social media, which may include apps like Snapchat or Instagram, or other Internet networking applications like Facebook, should not be used during work hours except as it relates to ARC Projects business. Employees who spend inappropriate amounts of time on personal social media accounts during work hours will be subject to poor performance reviews, and possibly disciplinary action. (See also Social Media policy).

Although social media should not be used at work, employees are expected to handle their personal social media accounts appropriately outside of work hours. Employees should always ensure that their personal accounts clearly state that their views do not represent ARC Projects. Employees should never share any intellectual property, or the status of any of their assignments on social media.

Should there ever be a request by the ARC Projects' Leadership team (ARC 7) to represent ARC Projects, designated employees would always be respectful and avoid speaking in specifics about their work. Employees should never post discriminatory, offensive, or other illegal language on social media. Employees must always correct or remove statements posted to their social media that are made on behalf of the ARC Projects. (See also Social Media policy).

Relationships

ARC Projects does not prohibit personal relationships between employees of the same level. However, employees are expected to maintain professionalism in the workplace regardless of the status of their relationship.

If employees begin a new relationship, their respective Team Leads should be notified. The Managing Director may ask employees to fill out a waiver that establishes the nature of the relationship and a start date for the relationship.

During work hours, employees are expected to behave in a way that does not distract colleagues from their duties, take away from work hours, or create a hostile work environment. Employees that exhibit inappropriate behaviour in the workplace may be subject to disciplinary action.

Workplace Visitors

Workplace safety is very important to ARC. Should employees receive business visitors onto either ARC Projects' offices or an ARC Projects' work site, they must always accompany their visitor for the duration of their visit. They must also ensure that their visitors are not a threat to the workplace, do not distract from workplace focus, and are not exposed to danger. All visitors are required to register their entrance at either the reception desk, or to the appropriate team leader. (See also Work Health & Safety policy).

Personal Visitors

Employees who receive personal visitors must greet their visitors and stay with personal visitors throughout their visit. Inappropriate behaviour by personal visitors, including engaging in offensive speech, causing disruption in the workplace, or stealing ARC Projects' property, will not be tolerated. Personal visitors that behave inappropriately may be asked to leave ARC Projects' premises.

Ben McArthur Jordan Powell