

ON TIME MACHINE MAINTENANCE- CODE OF CONDUCT

On Time Machine Maintenance- Code of Conduct

Business Name: On Time Machine Maintenance

Document Code: OTMM-COC-0001

At On Time Machine Maintenance, we are committed to providing a safe, professional, and respectful work environment. This Code of Conduct outlines the principles that all employees are expected to follow to comply with legal and regulatory obligations and to ensure the smooth operation of the business.

1. Professionalism & Integrity

- **Respect & Courtesy:** Treat all colleagues, clients, and contractors with respect, dignity, and professionalism. Embrace diversity and create an inclusive workplace that values the contributions of all individuals.
- **Honesty & Transparency:** Conduct business dealings with honesty and integrity. Ensure transparency in communication and actions to foster trust and accountability.
- **Quality of Work:** Strive for excellence in all tasks. Employees are expected to meet or exceed the performance standards established by On Time Machine Maintenance, delivering services efficiently, accurately, and to the highest standards.

2. Workplace Health & Safety

- **Compliance with WHS Legislation:** Employees must comply with all relevant *Workplace Health and Safety (WHS) legislation* in Queensland, particularly the *Workplace Health and Safety Act 2011 (Qld)*. This includes responsibilities under the Act to ensure that the workplace is safe for all employees, contractors, and visitors.
- **Duty of Care:** Employees have a duty to take reasonable care for their own health and safety and to avoid adversely affecting the health and safety of others in the workplace.
- **Reporting Hazards & Incidents:** Employees must immediately report any hazards, unsafe conditions, or incidents to their supervisor or safety officer. Failure to report could result in disciplinary action.
- **Use of PPE & Equipment:** Employees must wear appropriate personal protective equipment (PPE) and use equipment according to safety guidelines. All equipment should be used as per manufacturer instructions and regularly checked for safety.
- **Safety Training:** Employees are required to complete mandatory safety training and any additional safety courses required for their role.

3. Confidentiality & Privacy

- **Handling Confidential Information:** Employees are required to handle all company, client, and employee information with the utmost confidentiality. Any breach of confidentiality may lead to immediate disciplinary action, including termination.
- **Compliance with Privacy Laws:** On Time Machine Maintenance complies with the *Information Privacy Act 2009 (Qld)* and other relevant privacy laws. Employees must ensure that personal information collected during their employment is managed responsibly, securely, and in compliance with applicable data protection laws.
- **Use of Company Property:** Employees must respect and protect the company's property, including data, documents, and equipment. Misuse of company property or confidential data may lead to disciplinary action.

4. Anti-Discrimination & Equal Opportunity

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- **Zero Tolerance for Discrimination & Harassment:** On Time Machine Maintenance is committed to providing a workplace free from discrimination, harassment, and bullying. The company adheres to the *Anti-Discrimination Act 1991 (Qld)*, which prohibits discrimination based on gender, race, age, disability, sexual orientation, marital status, and other protected attributes.
- **Harassment & Bullying:** Any form of harassment or bullying—whether sexual, racial, verbal, or physical—will not be tolerated. Employees are expected to report incidents of harassment or bullying immediately to management or human resources.
- **Reasonable Adjustments:** On Time Machine Maintenance supports employees who may require reasonable adjustments due to a disability or other personal circumstances, in line with the *Disability Discrimination Act 1992 (Cth)* and other relevant legislation.

5. Workplace Conduct

- **Teamwork & Collaboration:** Employees are expected to collaborate with colleagues and contribute positively to the team. Teamwork is essential to the success of the business.
- **Communication:** Clear, respectful, and transparent communication is vital in maintaining a productive and professional work environment. Employees must communicate effectively with all team members, clients, and stakeholders.
- **Punctuality & Attendance:** Employees are expected to be punctual and present for all scheduled work and meetings. If an employee is unable to attend due to illness or personal reasons, they must inform their supervisor as soon as possible in line with company policy.

6. Compliance with the Fair Work Act

- **Fair Work Information Statement:** As required by the *Fair Work Act 2009 (Cth)*, all new employees will receive the *Fair Work Information Statement* before or as soon as possible after commencing employment.
- **Leave Entitlements:** Employees are entitled to leave under the *Fair Work Act*, including annual leave, sick leave, and other leave entitlements. Employees must follow proper procedures for requesting and taking leave, including providing appropriate documentation where necessary.
- **Casual Employment:** If employed on a casual basis, employees will receive a *Casual Employment Information Statement* outlining their entitlements under the *Fair Work Act 2009 (Cth)*.
- **Termination of Employment:** On Time Machine Maintenance adheres to the principles of the *Fair Work Act* regarding fair treatment in termination, ensuring that any dismissal is done in accordance with legal requirements and company policies.

7. Accountability & Performance

- **Responsibility for Actions:** Employees must take responsibility for their actions and decisions. Mistakes should be acknowledged, and corrective actions should be taken promptly to avoid recurrence.
- **Adherence to Policies & Procedures:** Employees must comply with all company policies and procedures, including those related to safety, operations, conduct, and ethical behaviour. Failure to comply can result in disciplinary action.
- **Performance Expectations:** Employees are expected to meet performance expectations related to their role. Regular performance reviews will be conducted, and any concerns regarding performance will be addressed constructively.

8. Grievance Resolution

- **Conflict Resolution:** Employees are encouraged to address workplace conflicts in a respectful manner. If direct resolution is not possible, employees should follow the company's grievance resolution procedures to address any disputes or complaints.
- **Reporting Misconduct:** Employees must report any instances of misconduct, breaches of the Code of Conduct, or violations of company policies in a timely and confidential manner. The company will take appropriate action based on the severity of the issue.

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9. Environmental Responsibility

- **Sustainable Practices:** On Time Machine Maintenance is committed to reducing its environmental impact. Employees are expected to comply with the company's sustainability initiatives, including waste reduction, energy efficiency, and responsible resource usage.
- **Environmental Hazards:** Employees must immediately report any environmental hazards or risks, including potential pollution or contamination, to the relevant authorities and management.

10. Company Representation & Ethics

- **Brand Representation:** Employees must act in a manner that reflects the values and professionalism of On Time Machine Maintenance. All communication with clients, contractors, and external stakeholders must be courteous, professional, and in line with company standards.
- **Use of Company Resources:** Company resources, including time, equipment, and materials, should be used responsibly and for work-related purposes only. Any misuse of company resources could lead to disciplinary action.

Acknowledgement:

I, [Employee Name], acknowledge that I have read, understood, and agree to comply with the above Code of Conduct. I recognize that any violation of the terms set out in this document may result in disciplinary action, up to and including termination of my employment.

Employee Name: _____

Employee Signature: _____

Date: _____

Next Review Date: 30/06/2026

Approved by: Cameron Rutter

Position: Director – On Time Machine Maintenance

Date: 30/06/2025

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