

Hockey MD Pty Limited Policy for Code of Conduct

For the purpose of this document, "staff" refers to all Hockey MD Pty Limited employees, volunteers and contractors.

1. POLICY BRIEF AND PURPOSE

Our **Code of Conduct Policy** outlines our expectations regarding staffs' behaviour towards their colleagues, shareholders, customers and overall organisation.

We promote freedom of expression and open communication. But we expect all staff to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organised, respectful and collaborative environment.

2. SCOPE OF THIS POLICY

This policy applies to all our staff regardless of employment agreement.

Policy elements

Hockey MD Pty Limited staff are bound by their contract to follow our Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with law

All staff must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect staff to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the workplace

All staff should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimisation.

Protection of Company Property and Assets

All staffs should treat our company's property, whether material or intangible, with respect and care.

Staff:

- Should not misuse company equipment.

- Should respect all kinds of property. This includes sensitive information, copyright and other property (customer reports etc.) Staff should use them only to complete their job duties.

Staff should protect company facilities and other material property (e.g. on ice equipment, tracksuits) from damage and vandalism, whenever possible.

Professionalism

All staff must show integrity and professionalism in the workplace:

- **Personal appearance**

All staff must follow our dress code and personal appearance guidelines as specified in the NSA Coach Induction.

- **Bribery**

We discourage staff from accepting gifts from customers or parents. We prohibit bribes for the benefit of any external or internal party.

- **Job duties and authority**

All staff should fulfill their job duties with integrity and respect toward customers, stakeholders and the community.

We encourage mentoring throughout our company.

- **Absenteeism and tardiness**

Staff should follow their schedules. We can make exceptions for occasions that prevent staff from following their requested or agreed upon work hours and days. But, generally, we expect staff to be punctual when coming to and leaving, and where appropriate, organising another staff member to cover their role.

- **Conflict of interest**

We expect staff to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their duties.

- **Collaboration**

Staff should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- **Communication**

All staff must be open and willing to engage in communication with their colleagues, stakeholders, customers and overall organisation.

- **Policies**

All staffs should read and follow our company policies. If they have any questions, they should ask the Hockey MD Pty Limited directors.

Disciplinary actions

Our company may have to take disciplinary action against staff who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination of contract for more serious offenses.

We may take legal action in cases of corruption, theft, or other unlawful behaviour.